

SOUTHERN
MIDLANDS
COUNCIL



Southern Midlands Municipal Emergency Management Plan

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A handwritten signature in black ink, appearing to read 'Donna Adams', with a long horizontal flourish extending to the right.

Signature:

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Section 1: Overview

1.1 Glossary

Terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (e.g. Municipal Coordinator instead of Municipal Emergency Management Coordinator). This practice also applies to this plan.

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act to coordinate longer term recovery activities at regional and/or local levels;
biosecurity	The protection of public health & wellbeing, industries, and the environment from the negative impacts of pests, diseases, and weeds.
capability	The extent to which a capability can be applied to a particular task or function.
capacity	The extent to which a capability can be applied to a particular task or function
combined area	Two or more municipal areas determined by the Minister to be a combined area for the purpose of establishing a combined Municipal Emergency Management Committee (section 19 of the Act)
command	The internal direction of an organisations' resources in an emergency
community centres <i>NB. Different centre types may be located at one site</i>	<p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards (section 3 of the Act).</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency (section 3 of the Act).</p>
companion animal	A captive-bred animal that is not commercial livestock
consequence management	Activities undertaken to minimise recovery needs that emerge as a consequence of an incident such as protecting public health standards, restoring essential services and providing relief and financial assistance
control	The overall direction of activities in emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation; control relates to situations and operates horizontally across organisations
coordination	The bringing together of organisations and other resources to support an emergency management response. It involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency.
Council	In the context of this plan, Council refers to the Southern Midlands local government authority
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act
emergency	An event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response (full definition in section 3 of the Act)
emergency centres	Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services at municipal, regional and/or state levels

Term	In the context of this plan, this means:
	Emergency Operations Centre (EOC): A facility from which a total emergency operation or aspects of the operation are managed.
	Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures
emergency management plan	a document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management, includes descriptions of processes that provide for safe and effective operations in emergency situations.
emergency management worker	Includes a member of a statutory service, whether for payment or other consideration or as a volunteer; or authorised officer, or a person who does (or omits to do) any act to assist, or works under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment
exercise	Simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment (section 3 of the Act).
Management Authority	The organisation responsible for coordinating prevention/mitigation, preparedness or response for particular hazards or emergency events, and that may have legislative and strategic policy responsibilities in Tasmania and nationally. Refer to also Response Management Authority.
Municipal Emergency Management Committee (MEMC) Chairperson	The person determined by Council to be the Chairperson of the Municipality's MEMC under section 21(2) of the Act
Municipal Committee (MEMC)	A Municipal Emergency Management Committee established under section 20 of the Act
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act
Municipal Recovery Coordinator (MRC)	A person responsible for recovery at the municipal level, appointed under section 24G of the Act
Permanent Timber Production Zone land	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur
prevention and mitigation	Measures that eliminate or reduce the frequency and/or consequences of emergencies
public information	Information provided to the public immediately before, during and after an emergency to reduce the potential impact of an emergency
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the

Term	In the context of this plan, this means:
	infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency (section 3 of the Act).
Recovery function	A particular activity or group of activities that may be undertaken as part of recovery efforts
Regional Controller	A Regional Emergency Management Controller under section 17 of the Act.
Regional Emergency Coordination Centre (RECC)	A facility that coordinates the emergency and consequence management response within a region.
Regional Emergency Management Team	Staff of the Regional Emergency Coordination centre who perform various roles relating to the coordination of the emergency management response within the region
Regional Coordinator	The person appointed to the position of State Emergency Service (SES) Emergency Management Coordinator (South)
Register.Find. Reunite	Australian Government service operated by Australian Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support
risk	The combination of the probability of an event and its negative consequences
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend
situational awareness	Understanding of the current emergency incident and forecasting how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies
Standard Operating Procedures (SOP)	An agreed and standardised set of directions detailing actions to be taken
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act
state of alert	A declaration under Division 3A of the Act for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania
state of emergency	A declaration under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and that special emergency powers may be required
Support Agency	An organisation that is responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Support Agencies command their own resources in coordination with the Management Authority. Support Agencies have specific capabilities or resources that address the need for a relevant support function.
warning	Information about an emergency that is impacting or is expected to impact communities that describes the expected consequences and includes advice on what people should do.

1.2 Acronyms

Acronyms used in this plan are consistent with the [TEMA](#).

Table 2: Acronyms

Acronym	Stands for:
AARC	Affected Area Recovery Committee
AO	Administration Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DMC	Deputy Municipal Coordinator
DoH	Department of Health
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DRFA	Disaster Recovery Funding Arrangements
DSG	Department of State Growth
ECC	Emergency Coordination Centre
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
EPA	Environment Protection Authority
GIS	Geographic Information Systems
ICS	Incident Control System
GM	General Manager (Council)
IMT	Incident Management Team
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
NRE	Natural Resources and Environment Tasmania
PHS	Public Health Services (of DoH)
PIU	Public Information Unit (of DPaC)
PPRR	Prevention, Preparedness, Response and Recovery
PWS	Parks and Wildlife Service (division of NRE)
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite (Australian Red Cross)
RMA	Response Management Authority
RRO	Regional Recovery Officer
RRT	Resilience and Recovery Tasmania
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal

SOP	Standard Operating Procedure
SITREP	Situation Report
TASPOL	Tasmania Police
TasPorts	Tasmanian Ports Corporation
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WebEOC	Web Emergency Operations Centre
WoG	Whole of Government

1.3 Introduction

In accordance with the *Emergency Management Act 2006* (the Act), Southern Midlands Council (Council) is required to develop a Municipal Emergency Management Plan (MEMP) that details the municipality's approach to dealing with emergencies.

Effective emergency management relies on partnerships between individuals, businesses, local emergency management organisations and all tiers of government. Council has an integral role in emergency management and has resources and information about the community that support the process of responding to and recovering from an emergency.

The Southern Midlands Municipal Emergency Management Committee (MEMC)'s strategic objectives for emergency management are to:

- a maintain this MEMP to guide the management of community risks arising from emergencies, by considering all elements of Prevention and Mitigation, Preparedness, Response and Recovery (PPRR)
- b recognise the value of relationships and partnerships in emergency management, in particular the importance of:
 - i community contributions in emergency management, and promoting community engagement when required
 - ii maintaining links with related bodies, including the Southern Regional Emergency Management Committee (SREMC)
 - iii identifying roles and responsibilities, and integration between emergency management and Council's management structures
- c develop a progressive review system, implemented for all elements of emergency management, based on continuous improvement principles
- d maintain an active and relevant MEMC.

A map of the municipal area is included at [Figure 1](#).

1.4 Authority

This plan was prepared by the Southern Midlands MEMC for issue under the authority of the State Emergency Management Controller, in accordance with section 34 of the Act. More information is included in [Section 4](#) of this plan.

1.5 Purpose

The purpose of this plan is to describe current governance and coordination arrangements, and roles and responsibilities for emergency management in the Southern Midlands municipality.

1.6 Objectives

The objectives of this plan are to document:

- a roles and responsibilities in relation to identified hazards and emergency management functions
- b current arrangements for PPRR, including:
 - i protocols for coordinating mutual support with neighbouring councils (i.e. Local Government Association of Tasmania Protocol for Inter-Council Emergency Management Resource Sharing)
 - ii ways to request/access additional support from regional, state and federal levels
- c opportunities to reduce risks to the community.

1.7 Scope and application

The arrangements detailed in this plan are designed to address emergencies that are:

- a caused by hazards impacting the Southern Midlands municipal area
- b able to be managed through the capability of local emergency management structures.

These arrangements are intended to be scalable and flexible so they can be adapted as required across the PPRR spectrum, noting that legislated powers and/or authorised structural arrangements may be established to complement these arrangements in response to a particular event.

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the Regional Controller (Southern Region) or MEMC Chairperson. Other communication may occur between the MC and the Regional Emergency Management Coordinator in the State Emergency Service and other Tasmanian Government agencies (as identified in [Section 2](#)).

More detailed arrangements for specific hazards or functions are described in associated plans and other documents listed at [Appendix 1](#).

1.8 Context

The municipality of Southern Midlands is centrally located in Tasmania, with the Midland Highway and the north-south rail corridor crossing the municipality. The economy of the municipality is predominantly rural-based although there is significant residential development taking place in the southern areas of the municipality.

Southern Midlands is a significant agricultural region and the main commodities produced are sheep, cattle and grain crops. The service sectors of health, education and tourism employ a significant number of people within the municipality. There is also a diverse range of small enterprises that provide employment opportunities.

As in many rural communities, the Southern Midlands **population** is relatively dispersed, with a population density of 2.5 people per square kilometer. The permanent population is relatively stable at around 6,662 (Australian Bureau of Statistics, 2021 Census) people living in 2,976 private residences. The median age is around 44 years, with almost half the population aged between 35 and 69 years. Just over 17 per cent of the population is under 15 years of age.

Municipal towns and localities include: Mangalore; Bagdad; Broadmarsh; Elderslie; Dysart; Kempton; Melton Mowbray; Oatlands; Tunbridge; Tunnack; Parattah; Woodsdale; Levendale; Runnymede; Colebrook; Campania; and Rekuna. Many examples of 19th century architecture are evident across the municipality, including grand old rural homesteads and convict-built cottages. Oatlands claims to have the largest number of preserved Georgian buildings in one rural area. All major population centres offer a range of community halls and other facilities suitable for use in an emergency.

Emerging issues for consideration in an emergency management context include the impact of increased urban development in the areas around Bagdad and Campania. There is also evidence of greater numbers of visitors across the municipal area, which has potential to increase traffic and impact transport infrastructure.

Long-term rainfall records and climate forecasts indicate that the municipality is becoming drier. Lack of rainfall increases the possibility and severity of bushfires and access to suitable water points for firefighting may become more difficult.

The Midlands Water Scheme, which is operated and managed by Tasmanian Irrigation, provides irrigation water to the agricultural district extending from Tunbridge to Kempton, with capacity for enhanced emergency firefighting capability through access to water and associated infrastructure.

1.8.1 Major transport routes

The major north-south road transport route through the municipality is the Midland Highway (A1), linking Hobart and Launceston. The Tas Gas pipeline basically follows the route of the Midland Highway.

Most residents rely on private motor vehicles for transport between locations. The municipality is served by an extensive school bus network but there are only limited public bus services. The rail network is used for freight and does not transport passengers.

Southern Midlands' road transport assets for management and protection include:

- a the second longest municipal road length in Tasmania (792 kilometres)
 - i. 242 km of urban and rural sealed roads
 - ii. 550 km of urban and rural unsealed roads

- b 134 bridges.

The main rail corridor runs through the municipality. A number of stations not currently in use could be mobilised in an emergency. Some rural properties have airstrips suitable for light aircraft.

1.8.2 Essential services

TasWater services the areas of Kempton; Bagdad/Mangalore; Campania as part of the broader southern regional network, and maintains three separate water schemes to service Oatlands; Tunbridge; and Colebrook. Five TasWater **sewerage** systems are located at: Oatlands; Kempton; Bagdad; Campania; and Colebrook.

There are three **waste** transfer stations in the municipality located at: Oatlands; Campania; Dysart.

While there is mobile **phone coverage** along the Midland Highway corridor and areas in the south of the municipal area, significant areas of the Southern Midlands have poor mobile phone coverage (for example, the Broadmarsh/Elderslie area and the Coal River Valley). Coverage in the eastern part of the municipality has been partly addressed through the construction of additional towers. Most residents have access to either a landline or mobile phone. The number of dwellings with **internet** access continues to increase. There are, however, areas that continue to experience poor access (for example, the Coal River Valley).

An Oatlands-based local **community radio** station (97.1 Mid FM) may be used for emergency message broadcasting, if required. However, coverage is limited and not all residents are able to tune in to the station.

1.8.3 Climate

Southern Midlands Council has a temperate, maritime climate. Long-term average temperatures have risen in the decades since the 1950s, at a rate of up to 0.1 °C per decade.

The average annual rainfall across the municipality is currently around 550 mm. Being a relatively large municipal area, the rainfall does vary a lot. For example, Tunbridge is one of the driest places in Tasmania with an average annual rainfall below 500 mm. There has been a decline in average annual rainfall since the 'baseline period' (1961-1990).

Tasmania's southern region is influenced by large-scale climate drivers. For example, the extended dry spell of 1995-2009 coincided with an 'El Nino' pattern; the dry spell of 2018-20 coincided with an Indian Ocean Dipole event; and extended wetter spells, such as between 2020-2022, often coincide with dominance of a 'La Nina' climate driver. It is predicted that climate change will exacerbate the impact of these broader scale patterns, and particularly from east-coast lows which are expected to intensify with potential to deliver damaging flood events to eastern Tasmania.

1.8.4 Topography, vegetation and hazards

The landscape of the municipality is diverse and covers around 2,561km². Key features are:

- extensive areas of native vegetation and improved pasture
- a tapestry of waterways and riparian vegetation
- significant wetlands at Lake Dulverton and Lake Tiberias
- remnant bush that is recognised for its biodiversity
- ongoing public concerns about tree decline
- the management of weeds, particularly gorse, is an ongoing issue for landholders

There are also areas of sodic and saline soil that need to be managed appropriately to avoid erosion and infrastructure damage.

The Hazard Risk Assessment ([Appendix 2](#)) identifies significant hazards for the municipality, being: bushfires; flooding; storms; public health issues; exotic animal and food crop diseases; landslips; transport accidents; and infrastructure failure. Infrastructure failure may result in emergencies due to damage to the gas pipeline, water treatment plant shutdown or collapse of a dam wall.

1.8.5 Emergency management

As well as emergency management infrastructure, equipment and resources (fire stations, police presence, SES volunteers and the Multipurpose Health Centre) the municipality has access to other resources if required in an emergency.

Many residents own equipment that could be useful in an emergency situation, for example firefighting units, catering tools, bulldozers and excavators.

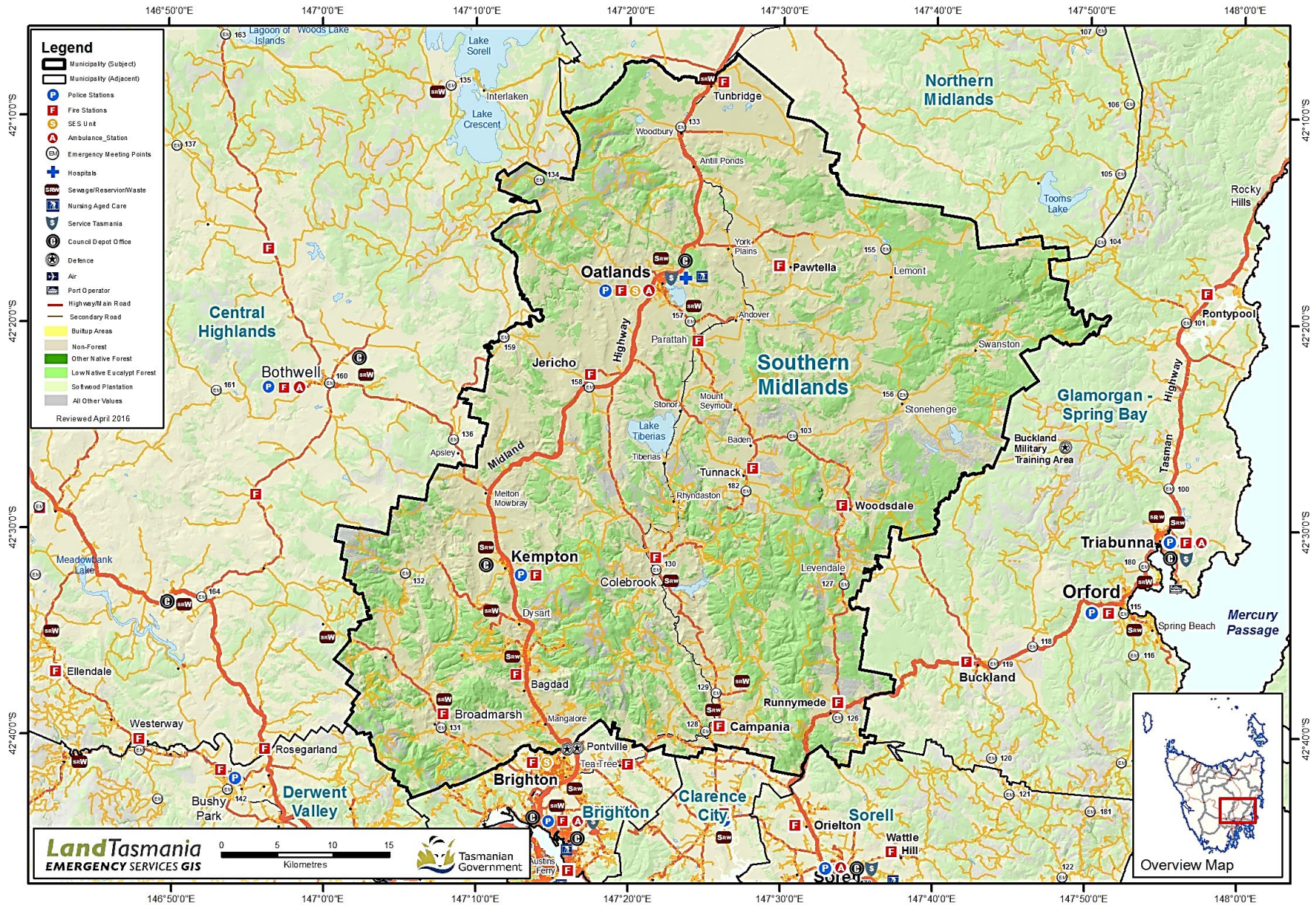


Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management in Tasmania is governed and managed ([Figure 2](#)) and who is involved, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements.

The *Tasmanian Emergency Management Arrangements* ([TEMA](#)) provides a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

Local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management. Southern Midlands MEMC plays a pivotal role in meeting these requirements, as detailed in [Section 2.3](#).

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for emergency management are established in the Act. The Act provides for a flexible and scalable emergency management system, including provision for emergency powers and the appointment of workers to fulfil emergency management functions and roles, including Municipal Coordinators (MC), Deputy Municipal Coordinators (DMC) and MEMC Chairpersons.

Supporting municipal responsibilities are established in the *Local Government Act 1993*, including functions and powers that:

- a provide for the health, safety and welfare of the community
- b represent and promote the interests of the community
- c provide for the peace, order and good government of the municipal area.

The *Public Health Act 1997* also provides for the emergency management of public health risks, including provisions associated with the declaration of a public health emergency under that legislation.

2.2.1 Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements. In some instances, national legislation can also provide authority.

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment. A summary of main powers under the Act is provided in Appendix 5 of the [TEMA](#).

The MC and the SES Regional Coordinator may provide advice on the status of operational support issues to the Regional Controller if they consider that specific powers should be authorised.

If powers are authorised, any specified authorised officer, including the MC, may be required to implement authorised powers. The Regional Controller (supported by the Regional Coordinator) will assist MCs to perform the functions required of them.

2.3 Emergency management governance

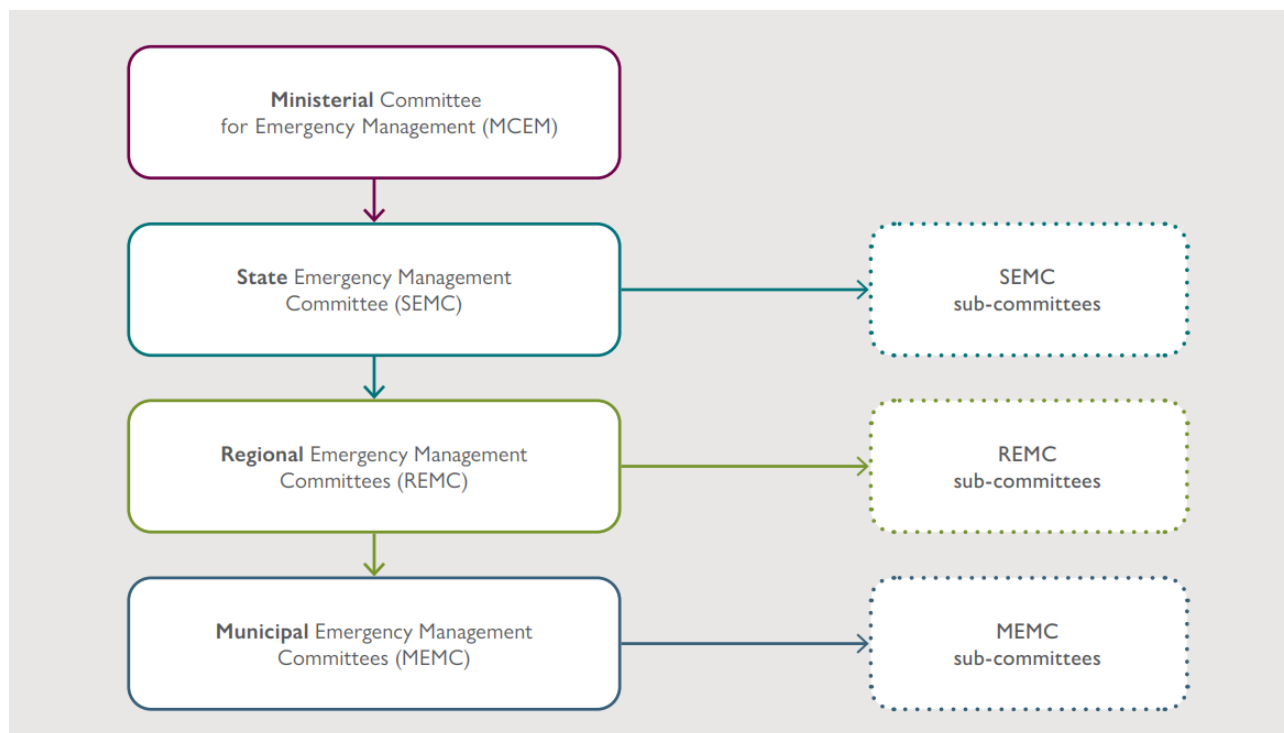


Figure 2: Governance arrangements

LEGEND:

———— Direct reporting relationship

- - - - - Also works/communicates with

2.4 Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC. SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Coordinator.

2.5 Municipal Emergency Management Committee (MEMC)

While the MEMC is not expected to provide operational involvement in an emergency response, the committee has an important role in effective leadership and communications during and after an emergency. It does this by meeting, if possible, during and after the emergency. At that time, MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

MEMC is chaired by the Mayor (or representative) and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years. The Southern Midlands MEMC Terms of Reference are provided at [Appendix 3](#).

In Southern Midlands, a number of other committees and groups are part of the emergency management consultation framework. While these operate reasonably independently, they provide reports and information to MEMC as agreed, and are invited to participate in the review of this plan.

2.6 Responsibilities

Tables 4 and 5 provide a summary of the responsibilities of Response Management Authorities (RMAs), and the support functions of Council for hazards in Tasmania. These are not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Southern Regional Emergency Management Plan (SREMP) and [TEMA](#).

Table 3: Summary of responsibilities

Hazard or Emergency Event	MANAGEMENT AUTHORITY			
	Advisory Agency (Division)	Prevention/Mitigation	Preparedness	Response
Act of violence (e.g. terrorist events)	TASPOL			
Animal, plant & invasive pest incident	NRE (Biosecurity Tasmania)			
Coastal inundation	SES	DPaC (land-use planning)	SES	
Cyber security	DPaC (Digital Strategy & Services)			
Dam failure	NRE			TASPOL (assisted by dam owner)
Energy infrastructure incident (electricity, gas and petroleum products)	Hydro Tasmania TasNetworks Tasmanian Gas Pipeline petroleum products distributors			
Energy supply disruption (electricity, gas and petroleum products)	DSG (Renewables, Climate & Future Industries Tasmania)			
Environmental contamination	EPA Municipal Councils			
Fire (national parks, future potential production forest and other reserves)	NRE (Tasmania Parks and Wildlife Service)			
Fire Permanent Timber Production Zone	SST			
Fire Urban, structural and private rural land)	TFS			
Flood – flash flood including associated debris flow	SES	Land & asset owner		SES
Flood – riverine	SES			
Food and essential goods supply and distribution disruption	DSG			

Hazard or Emergency Event	MANAGEMENT AUTHORITY			
	Advisory Agency (Division)	Prevention/Mitigation	Preparedness	Response
Food contamination	DoH NRE (Biosecurity Tasmania)			
Hazardous materials incident	DoJ			TFS
Heatwave	DoH			
Infrastructure failure – building collapse	DoJ			TFS
Infrastructure failure – roads and bridges	DSG (State roads and bridges) relevant road manager (other roads & bridges)			
Marine mammal incident	NRE			
Marine pollution	EPA			
Public or environmental health incident	DoH			
Radiological materials incident	DoH			TFS
Sewerage disruption	TasWater			
Space debris / object	SES	Australian Space Agency National Emergency Management Agency (NEMA)		DPFEM
Space weather	BoM	TasNetworks (for electricity) Airservices Australia & commercial airlines (for aviation) DSG (for telecommunications) ADF (Defence assets)		
Storm	SES			
Telecommunications disruption (impact liaison)	DSG	impacted sectors telecommunication service providers		
Telecommunications infrastructure failure	DPaC	impacted sectors telecommunication service providers		
Transport accident – aviation < 1km from the runway	TASPOL	Australian Government	airline operator airport manager	TASPOL
Transport accident – aviation > 1km from the runway	TASPOL	Australian Government	airline operator	TASPOL
Transport accident – marine No environmental emergency	MAST			TASPOL
Transport accident – railway	National Rail Safety Regulator DSG	TasRail private rail operators		TASPOL TFS
Transport accident – road vehicles	DSG relevant road manager			TASPOL
Transport networks and system	DSG			
Tsunami	SES			TASPOL
Water supply contamination and disruption	TasWater			

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

MEMC oversees a range of prevention and mitigation activities, in collaboration with emergency management partners at municipal, regional and state levels.

Current areas of focus for prevention and mitigation are:

- a research
- b risk management (includes risk assessments and risk reduction activities)
- c protective security and business continuity
- d land use planning
- e climate change.

3.1.2 Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in [Section 2](#) of this plan.

Research findings that are relevant to MEMC's emergency management partners (including the community) are communicated and shared in a coordinated and appropriate way by MEMC members.

3.1.3 Risk management

The identification and implementation of risk treatments, controls or mitigation strategies occurs after emergency risk assessments. Risk reduction strategies may be categorised in a number of ways, summarised as:

- levels of autonomy (e.g. behavioral, procedural and physical controls)
- nature of control (e.g. process or physical)
- lifecycle phases (e.g. PPRR, operational phases/elements).

Once risk assessments are validated and accepted, relevant stakeholders manage programs and projects to treat those risks. Management Authorities for prevention and mitigation and/or the relevant State Emergency Management Committee (SEMC) Hazard Advisory Agencies report on the outcomes of relevant programs and projects through the emergency management governance framework.

[Appendix 2](#) summarises current risk assessment findings for Southern Midlands and identifies general responsibilities for the treatment of risks, including responsibility attributed to:

- Council
- partnerships (combination of local and state government agencies, industry, individuals)
- Tasmanian Government agency/ies, industry associations, industry sectors or individuals
- whole-of-government.

3.1.4 Protective security and business continuity

Emergency management includes business continuity arrangements for the municipality and the region. Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

The supply or redundancy of main services is particularly important for local emergency management operations and requires ongoing review of relationships and arrangements with asset owners or managers for areas including but not limited to:

- a power supply
- b potable water
- c transport networks and alternative route planning
- d telecommunications
- e public/environmental health standards.

Protective security practices have been further integrated into all safety management systems due to the increased frequency of events that are politically motivated or associated with intentional violence. Each organisation maintains their own arrangements to enhance security. Specific advice on counter-terrorism policies and practices may be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993*. At municipal level, these are largely managed by local government.

Land use planning schemes for Southern Midlands are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The *Southern Midlands Local Provisions Schedule* is the relevant planning scheme. For more information, see www.southernmidlands.tas.gov.au and [Planning Scheme Viewer](#)

3.1.6 Climate change adaptation

Climate change is altering risk and hazard profiles for local governments and communities, with more frequent, more extreme weather events intensifying the risk posed by existing and evolving natural hazards.

Adaptation to climate change requires new or changed roles and resource burden at a local government level across the PRR spectrum.

Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2 Preparedness arrangements

This section describes what is done to be ready to respond to an emergency and manage recovery, before an emergency occurs or is imminent. More detailed information about what preparedness entails is provided in the [TEMA](#).

3.2.1 Overview

Preparedness is managed collaboratively between state and local government organisations and their emergency management partners.

The Act identifies specific responsibilities for preparedness, including the following.

Council is responsible for:

- a providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP
- b providing resources and facilities for Council-supported volunteer SES Unit/s, as well as for the storage and maintenance of equipment used by the Unit/s and areas for training (arranged in conjunction with the Director SES)
- c establishing an MEMC
- d making recommendations for MC and DMC roles and providing a chairperson for MEMC
- e preparing and maintaining an MEMP.

SES is responsible for:

- a providing advice and services relating to emergency management, in accordance with emergency management plans and arrangements
- b recruiting, training and supporting SES volunteer members.

The Regional Coordinator also supports the Regional Controller in preparing and maintaining the Southern Regional Emergency Management Plan (SREMP) and the SREMC, in which Council participates.

Support Agencies and owners/operators of specific facilities maintain various processes and arrangements, so they are prepared to:

- a fulfill their roles in emergency management
- b achieve 'business as usual' for as long as possible
- c coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 Municipal Emergency Management Committee (MEMC)

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. MEMC is chaired by the Mayor (or representative) and supported by the MC as Executive Officer.

MEMC preparedness and continuity is supported by *MEMC Terms of Reference* (refer to [Appendix 3](#)) and a maintenance schedule and other resources (refer to [Appendix 4](#)).

The MC has a central role in communicating internal to Council and with external agencies before, during and after an emergency, including to ensure that Council resources are available as required.

3.2.3 Municipal Emergency Management Plan (MEMP)

MEMC is responsible for preparing and maintaining this plan (MEMP), which is reviewed at least every two years. Reviews are usually coordinated by the MC and include consideration of:

- a emerging risks, hazards and potential treatments
- b compliance with current legislation and policy
- c accuracy and currency of content, eg roles, procedures, contacts
- d functionality of plan during emergencies
- e comments and suggestions from key stakeholders.

The Regional Coordinator provides guidance for MEMP format and content, and coordinates approval by the State Controller. More information about consultation and distribution of this MEMP is provided in [Section 4](#).

The current version of this MEMP is available from the MC or through authorised access to WebEOC (a web-based emergency operations information platform administered by TASPOL).

Each organisation represented on MEMC is responsible for maintaining their own plans and procedures and making sure these are aligned with the arrangements set out in this MEMP.

3.2.4 Capacity and capability

Council recognises the importance of maintaining and monitoring capacity and capability for emergency management, including:

- a redundancy and adequate relief for Council emergency management roles
- b emergency management education and training for Council workers
- c maintaining the MECC
- d maintaining basic systems so resources can be requested and shared.

3.2.4.1 Municipal emergency management roles – primary and relief

Primary and relief personnel for key emergency management roles is provided in [Table 5](#).

Table 5: Council's primary and relief function roles and officers

Primary role	Relief role
MEMC Chairperson (Mayor/Nominated Councillor)	MEMC Chairperson Proxy (Nominated Councillor)
Municipal Coordinator (MC) (General Manager)	Deputy Municipal Coordinator (DMC) (Manager Community & Corporate Development)
Municipal Recovery Coordinator (MRC) (Manager Community & Corporate Development)	Deputy Municipal Recovery Coordinator (DMRC) (Community & Corporate Development Officer)

3.2.4.2 Emergency management education and training

The MC coordinates general induction for Council workers with emergency management functions, including media/information functions. The Regional Coordinator and Regional Recovery Officer may assist as required.

[TasEMI](#) is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts regular workshops.

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate. Major actions are reflected in the MEMC Maintenance Schedule (refer to [Appendix 4](#)).

3.2.4.3 Maintaining the MECC

The MECC is maintained by the MC as a facility to:

- coordinate Council's overall emergency response activities
- coordinate requests from response/recovery organisations for additional resources
- provide information, for example to the Regional Controller, local community etc.

In an emergency, the MECC is activated by the MC under the following conditions:

- at the request of a Response Management Authority
- after consultation with the Mayor or General Manager
- at the direction of the Regional Controller.

The MC maintains MECC Action Cards and Standard Operating Procedures (SOPs) and for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions of Action Cards current at the time of this MEMP issue are included at [Appendix 6](#).

When activated, the MECC will be supported by existing resources and amenities in the municipal offices at Oatlands or Kempton. More information is provided in [Appendix 5](#).

3.2.4.4 Maintaining basic systems and resources

The MEMC's contact list for emergency management is maintained by the MC. Details are checked at each MEMC meeting, updated and circulated to members and stakeholders. This information is an important resource for SREMC and SRSRC. Regional emergency management contacts are updated and circulated by the Regional Coordinator and Regional Recovery Officer to members and stakeholders after each quarterly meeting of the relevant groups.

Council is supported by a sectoral convention whereby Tasmanian councils assist each other with resource-sharing arrangements, supplemented by Southern Municipal Coordinators meetings.

3.2.5 Readiness for community warnings and public information

Response Management Authorities maintain scripts of key messages for community warnings and public information about emergencies. These are usually developed in advance, based on relevant best practice, and maintained as drafts that can be customised to meet specific event needs. These may also be used by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

Pre-prepared public information resources can be tailored for municipal purposes; these resources can be accessed through TASPOL and SES. Information can be disseminated through multiple channels, for example local community radio station 97.1 Mid FM.

3.2.5.1 TasALERT

[TasALERT](#) is Tasmania's official source of publicly-available emergency management information. Administered by the Department of Premier and Cabinet (DPAC), the website provides a single source of clear and consistent emergency and resilience information from emergency service organisations and government agencies.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, [Get Ready](#) disaster preparedness and community resilience. In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISTmap](#) and links to dedicated social media channels.

3.2.5.2 Points for public enquiries

All organisations represented on MEMC maintain phone and internet public enquiry points.

Council maintains a fully-manned after-hours emergency point of contact. Council's website is kept up-to-date with relevant information and staff contact details (phone, email).

3.2.5.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a flash and mainstream flooding (from rivers) (SES)
- b severe weather e.g. damaging winds (BoM)
- c bushfire (TFS)
- d Standard Emergency Warning Signal (SEWS) (TASPOL)
- e Emergency Alert (all hazards) (TFS)

- f local ABC Radio (primary Support Agencies or Response Management Authority)
- g road closure (TASPOL)
- h tsunami (TASPOL)
- i heatwave (DoH)
- j TasALERT (DPAC)
- k social media accounts (all agencies).

3.2.6 Validation and performance management

Council is responsible for ensuring that testing and validation of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in [Section 4](#). Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible. Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or SREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.

The Municipal Guidelines include a self-evaluation survey and the MEMC uses this annually to formally review its performance and identify collective areas for future attention. These may also inform the prioritisation of relevant work programs and funding applications.

3.2.7 Administration systems

Each organisation involved in emergency management is responsible for managing and maintaining its own administration systems so they can be used effectively in emergencies. The key administration systems are information management and cost capture.

3.2.7.1 Information management

WebEOC is available online at all times and used in an emergency to record decisions, tasks, situation reports, plans and documents, and share information. WebEOC contains a library of municipal, regional and state emergency management plans.

Systems for recording and managing information during emergencies include draft templates and proformas for documents including but not limited to:

- a Situation Reports (SITREPS)
- b operational logs
- c resource allocation
- d recording expenditure (see [Section 3.2.7.2](#))
- e registration of spontaneous volunteers, public offers, impacted people/groups
- f impact assessment and consequence management.

3.2.7.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available). Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Council maintains financial administration processes to support requests for access to TRRA funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes.

3.3 Response arrangements

This section describes what is done when an emergency occurs or is imminent. More detailed information about what response entails is provided in the [TEMA](#).

3.3.1 Overview

Effective response relies on the coordinated activation of pre-agreed roles and responsibilities that are clearly defined, easily understood and well-communicated. High-level responsibilities for hazards or functions are usually prescribed in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property and the environment.

This section describes how the roles and responsibilities relevant to municipal emergency management generally apply in responding to an emergency. These are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region. (Also refer to the typical Council support functions and activities summarised in [Section 2](#).)

These arrangements should be referred to when: arrangements for the situation are inadequate/overwhelmed; and/or the arrangements can enhance/complement what is already in place.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met. Depending on the scale and extent of the emergency, overall control or coordination of response may be assumed by emergency management authorities, such as the Regional Controller or State Controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

When an emergency occurs, initial response actions are usually carried out at the emergency site by those with primary responsibility for protecting the life, property or environment under threat. In the first instance, this is usually the asset owner or manager of the property or premises and/or the people at the emergency site. Command, control and coordination arrangements are described in the [TEMA](#).

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening a MECC to coordinate resources and requests (if not already open). See [Appendix 5](#) for more information about the MECC.

Council's General Manager (MC) is responsible for providing adequate staff and resources to operate the MECC. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided in [Appendices 5-7](#).

Liaison Officers for the responding agencies may support fellow workers at the emergency scene and provide advice to other agency representatives at emergency operations or coordination centres (EOCs or ECCs) and/or to senior managers monitoring the situation.

The Regional Coordinator can assist with arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Coordinator also briefs the Regional Controller (and other stakeholders as required).

The Regional Controller can activate broader emergency management arrangements as necessary to support response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2 Emergency powers

Emergency powers are established in the Act and summarised in *Appendix 4* of the [TEMA](#). If emergency powers are authorised, SES supports the coordination of regional activities authorised by the Regional Controller.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

The MECC provides a range of services to the community and is the centre for municipal decision-making and strategic direction (in conjunction with emergency services) during and after an emergency.

Primary MECC functions are to:

- maintain information flow to and from WebEOC
- coordinate Council's emergency response, including the activation, deployment and management of Council and community resources
- coordinate requests from the Response Management Authority and Support Agencies for additional resources
- monitor operational activities and provide information to the Regional Controller, local community, etc
- identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

The location of Council's **primary and secondary MECC** are identified at [Appendix 5](#).

The MC leads Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT structure and membership will vary, but typically comprises officers to address:

- coordination of activities (typically the MC or DMC)
- communications
- administration
- logistics coordination
- recovery.

IMT structure is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, one person may manage all or multiple functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.4 Emergency Operations Centres (EOCs)

EOCs are established to manage the operational aspects of the relevant organisations emergency response activities.

The location of **primary and secondary EOCs** are identified at [Appendix 5](#).

EOC functions include:

- a management of operational tasking, personnel and resources
- b establishing and monitoring communication networks
- c coordination of response operations
- d management of requests for additional support
- e coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

When an emergency meeting is convened, MEMC is to consider:

- nature of the emergency
- resources available to deal with the event
- task prioritisation
- communications
- business continuity
- community engagement
- recovery.

MEMC members are responsible for providing strategic advice within their field of expertise to the Regional Controller and for coordinating and managing resources from their respective organisations to support MECC operations.

3.3.3 Resource-sharing and coordination

Council has resource-sharing arrangements with other municipalities and agencies. Particular reference is made to the 'Protocol for Inter - Council Emergency Management Resource Sharing' maintained by the Local Government Association of Tasmania.

Resources can be shared to assist others in emergencies. The MC can coordinate and facilitate requests for shared resources. SES can be contacted who can assist with requests for the provision of regional, state or national support resources. The availability of regional resources depends on the nature and scale of the emergency and resource priorities.

3.3.4 Consequence management

A key focus for the Regional Controller is consequence management (including public information strategies), in consultation with SREMC members, Liaison Officers and/or advisors representing other stakeholders and/or the Regional Coordinator. If further assistance is required, the Regional Controller may make requests for assistance to other regions or to the State Controller.

The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (for example, offers from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), although these offers can be referred to a supporting agency, depending on the scale and nature of the event.

- [Figure 3](#) summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- [Table 6](#) summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

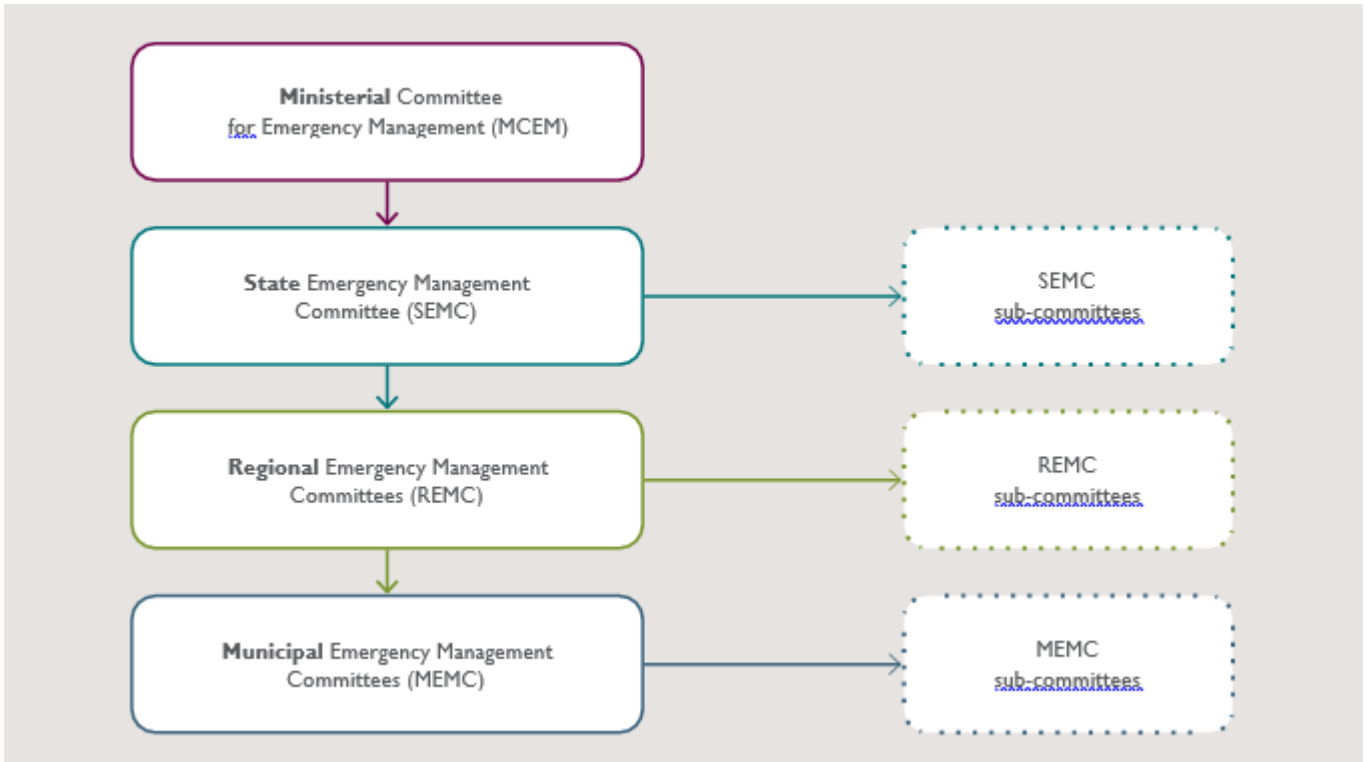


Figure 3: Tasmanian Emergency Management Governance Structure

LEGEND:

- Direct reporting relationship
- - - - Also works/communicates with

Table 3: All-Hazards response – typical Council actions

Row	Phase	Responsibilities	Council considerations/actions
1	Alert	<ul style="list-style-type: none"> • Monitor situation • Brief stakeholders 	<ul style="list-style-type: none"> • Advise council stakeholders and MEMC • Monitor situation
2	Stand-by	<ul style="list-style-type: none"> • Prepare to deploy for response • Arrange warnings (if relevant) • Update stakeholders • Nominate media/information officer and advise stakeholders • Consider MEMC meeting 	<ul style="list-style-type: none"> • Update stakeholders (Council, MEMC) and circulate latest Contact List/Action Cards • Obtain approval of owners for use of potential centres and locate keys • Draft staff rosters for centres/tasks for next 24 hrs • Locate supplies likely to be needed in the first few hours e.g. stationery, references (plans, map books, contact lists), extra equipment (phones, laptops, printers), tea/coffee • Nominate media officer and advise response agencies
3	Respond	<ul style="list-style-type: none"> • Assess emergency scene • Establish command and control arrangements • Review whether MEMC should meet • Deploy resources and request extra assistance as required • Assess impacts and effectiveness of response strategies • Consider evacuation • Provide further warnings and public information as required • Provide information: SitReps and public information • Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> • Establish and communicate MECC location for council resources/requests • Manage requests for assistance/resources • Open and manage centres as required e.g. assembly or evacuation centres • Provide community with information • Ongoing assessment of impacts especially for: power supply, potable water, transport disruption, public/environmental health conditions and recovery needs • Update stakeholders and Regional Controller as required • Coordinate meals, relief/accommodation for Council workers
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> • Assess effectiveness of response actions • Plan for end of response • Liaise with Council and RC regarding the status of recovery operations and arrange handover • Confirm end/close of response and stand-down • Collate logs, costs etc. and assess needs for resupply 	<ul style="list-style-type: none"> • Confirm end/close of Council operations for response • Liaise with recovery workers and assess needs • Reinstate transport routes etc. • Update stakeholders and Regional Controller and confirm ongoing points of contact • Close centres as agreed • Collate logs, costs etc. and assess needs for resupply
5	Debrief	<ul style="list-style-type: none"> • Conduct internal debrief/s • Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC 	<ul style="list-style-type: none"> • Conduct Council worker debrief • Arrange for MEMC debrief and report to Regional Controller/SREMC

3.3.5 Warnings

BoM warnings are issued for severe weather, flood, fire weather and tsunami. TFS publishes fire danger rating forecasts issued by BOM daily during the bushfire season. DoH (PHS) issues public health advice and alerts.

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Australian Warning System (AWS). See [TEMA](#) for more detailed information about AWS. The RC can request the use of AWS in an emergency.

Response Management Authorities are responsible for interpreting warnings and communicating potential impacts and consequences to the community.

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the:

- a Response Management Authority
- b Regional Coordinator, or
- c Regional Controller.




Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated.

Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) located within a particular geographic area. Warnings issued through this service are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Planner. Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.

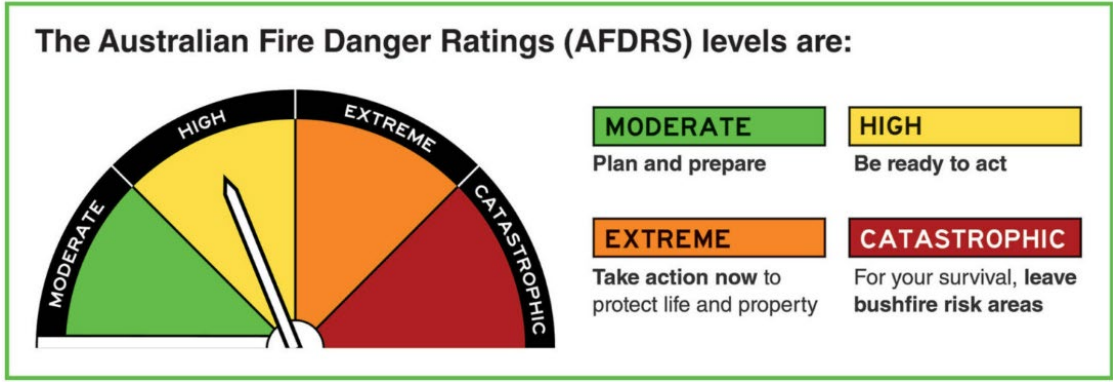
The MC maintains procedures that further detail Council's response to warnings. [Table 7](#) summarises current warning arrangements and typical Council actions.




Table 4: Summary of warning systems and arrangements

Hazard	Warning type/indication	BY	Action by MC
SEVERE WEATHER			
WARNINGS	Warnings are issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples are: land gales, squalls, flash flooding, dangerous surf or tides.		
Damaging winds	Issued when expected gusts in excess of 100 km/h (or 75 km/h when wind is from an unusual direction) or destructive winds above 125 km/h.	BOM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Dangerous surf	Issued when swell expected to exceed: 6m about the north & east coasts; 7m about the south-east coast.	BOM	<ul style="list-style-type: none"> • Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore & maritime activities, generally when water level is expected to reach 40cm above normal spring tide level.	BOM	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders • Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period.	BOM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Severe thunderstorm	Issued when thunderstorms are expected to produce dangerous or damaging conditions: such as hail greater than 2cm diameter; gusts greater than 100 km/h; flash flooding; tornadoes	BOM	<ul style="list-style-type: none"> • Relay warnings • Notify outdoor crews & check availability • Update stakeholders

Hazard	Warning type/indication	BY	Action by MC
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, i.e. generally cold, wet, windy weather.	BOM	<ul style="list-style-type: none"> • Nil
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH (PHS)	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BOM	<ul style="list-style-type: none"> • Nil
FLOOD			<ul style="list-style-type: none"> •
Flood watch	Flood Watch means there is a developing weather pattern that may cause floods in 1-2 days. Can include advice for multiple catchments and areas	BoM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
WARNINGS Flooding is about to happen or is already happening			
Flood Advice	An incident has started but no immediate danger. Stay up-to-date in case the situation changes. May also be used to communicate a reduced threat. May communicate inundation of low-lying areas near watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BOM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
			
Flood Watch and Act	Heightened level of threat. Conditions are changing and people are advised to start taking action to protect themselves, their families and properties. In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is likely substantial in rural areas, requiring removal of stock.	BOM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
			
Flood Emergency	Highest level of warning. People may be in danger and advised to take immediate action. Any delay may put lives at risk. In addition to above, extensive rural areas and/or urban areas may be inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people in some areas may be required.	BOM	<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting
			

FIRE



Hazard	Warning type/indication	BY	Action by MC
AFDR Moderate	Fires breaking out can be controlled. Some risk to people, homes and property.		
AFDR High	Fires may spread rapidly and be difficult to control. Lives may be at risk and homes may be destroyed. Well-prepared and actively defended homes can offer safety.		
ARDR Extreme	Fires will spread rapidly and be uncontrollable. Lives may be at risk and homes likely to be destroyed. Only well-constructed, well-prepared and actively defended homes are likely to offer safety.		
AFDR Catastrophic	Fires will spread rapidly and be uncontrollable. Significant risk to lives and properties. Many homes are very likely to be destroyed. Even the best-prepared homes are not safe.		
WARNINGS:	Location-specific information about fires in the environment.		
Advice 	A fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders
Watch and Act 	A heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Consider MEMC meeting • Place Evacuation Centres on standby
Emergency 	People in specific locations are in danger and need to take action immediately, as they will be impacted by fire. May be preceded by an emergency warning signal (siren).		<ul style="list-style-type: none"> • Relay warnings • Ensure availability of outdoor crews • Update stakeholders • Establish MECC/IMT • MEMC meeting, if possible • Place Evacuation Centres on standby

3.3.6 Public information

During an emergency, it is critical that information provided to the community is timely, accurate and informative. In a period of uncertainty, community anxiety and concern can be reduced by providing advice on what has happened, what needs to be done and where people can go for assistance. While the media will provide information on what has happened, their focus will not always provide the level of detail required to meet the needs of an affected community.

Council has critical roles in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. These roles need to be initiated as soon as possible after an emergency occurs to reduce the potential for inappropriate community action or undue concern.

Situation Reports (SITREPs) and information bulletins about facilities and emergency assistance should be provided to the community as soon as possible. A system of twice-daily community briefings at published times should be provided within the emergency period, using the most effective media available.

Local community radio station – 97.1 Mid FM – may be used to convey critical community information, noting that coverage is limited and not all residents of the municipality are able to tune in to that station.

The Mayor has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor should be supported in this role by an experienced media liaison officer, who can prepare community and media statements for Mayoral endorsement.

All Councillors and Council staff need to be aware that only the Mayor (or delegate) will speak on behalf of Council and the collective community. The MC will provide the Mayor with emergency-related information.

Media statements from Council should relate to community impact and Council actions: Council should not comment on matters that are the province of the Response Management Authority, emergency services, Support Agencies or post-emergency investigations. Statements made by people with knowledge of only a segment of the total emergency operations can cause public confusion and misunderstandings.

Any emergency that requires activation of the MEMP will require a two-way flow of information and advice between the MC and the Regional Coordinator.

Table 8 summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Tasmanian Government departments, as well as using spatial (mapped) data to provide appropriate and authoritative emergency information.

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

In an emergency of local, regional and/or state significance, the whole-of-government Public Information Unit (PIU) may be activated to support the preparation and distribution of timely, accurate and consistent information to all stakeholders – from government and community leaders, through to government agencies, members of the public and media outlets. PIU activation is required to support operation of the Tasmanian Emergency Information Service (refer to [Section 3.3.6.2](#)).

PIU activation may be requested due to:

- the scale, impact or longevity of the emergency
- the need for a coordinated, whole-of-government public information response
- insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

If PIU support or activation is approved, public messaging and information will be developed through collaboration between Council and PIU staff.

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

When activated, the TEIS call centre provides an initial point of contact for the community to access information about an emergency. TEIS is activated and deactivated by DPAC's Office of Security and Emergency Management, on request from the relevant Response Management Authority or major Support Agency.

The decision to activate includes acceptance of responsibilities that include appointing:

- a Liaison Officer to be located within TEIS for the duration of the activation, and
- a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner. If TEIS activation is approved, scripts are developed consultatively through the whole-of-government Public Information Unit (PIU).

TEIS operates on a fee-for-service basis. More information is provided in *TEIS Arrangements* documentation (refer to [Appendix 1](#)).

3.3.6.4 Working with the media

Local and regional media outlets help disseminate public information about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated spokespeople and/or media officers, limited to comments relevant to each agency's specific role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller through the Regional Coordinator.

Media statements from Council will relate to community impact and action taken by Council. Council will not comment on matters that are the province of emergency services or post-emergency investigations.

Table 5: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media
3	Other centres eg. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. MC/RC)	Media TEIS
4	Municipal Area	Impact of the emergency on local community	Mayor	Council media officer	Council media officer	Media Council website TEIS CALD
5	Within the Region	Impact of the emergency on the region	Regional Controller	Regional Coordinator	Regional Controller	Media Council website TEIS CALD
			Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	
			Regional Recovery Officer	Regional Recovery Officer/ Media Officer	Regional Controller through the Regional Coordinator	
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director DPFEM Media Unit Government Media Office	SES Director DPFEM Media Unit Government Media Office	Media Agency or event-specific website TEIS CALD
			Response Management Authority	State Media Officer	Response Management Authority State liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

Information channel	Type and purpose	Authorised provider
triple zero (000)	Emergency call service to contact police, fire or ambulance in life threatening or emergency situations.	Telstra and Australian governments
106	Text-based emergency call service to contact police, fire or ambulance in life threatening or emergency situations.	Telstra and Australian governments
132 500	Emergency call service for storm and flood assistance.	State Emergency Service
National Security Hotline (1800 123 400; SMS 0429 771 822; hotline@nationalsecurity.gov.au)	Reporting information to law enforcement and intelligence agencies about possible terrorist and foreign interference activities.	Australian governments
Fire danger rating signs	Physical signs that provide the Fire Danger Rating for given sites.	Tasmania Fire Service
Fire danger rating maps and rating summary table	Web-site that provides state-wide Fire Danger Rating maps and the Fire Danger Rating for each weather forecast district.	Tasmania Fire Service
River height gauges	Physical signs that provide the observed river height at points on roads, bridges and other sites.	various authorities
Rainfall and river data	Web-site that provides the latest river height data (including plots and tables) and rainfall bulletins.	Bureau of Meteorology
Tasmanian warnings summary	Web-site that provides information on extreme heat, fire weather, floods, storms and tsunamis.	Bureau of Meteorology
Community Alerts	Web-site that provides information on state-wide road conditions.	Tasmania Police
TasALERT	Web-site and social media that provide information on likely or actual emergencies.	whole-of-government PIU State Operations Centre or State Control Centre
Media briefings and releases	Provide information to the media on local impacts, relief actions and recovery programs. Provide information to the media on the likely and actual impact of emergencies, and advice to the community on what they can or should do. Provide information to the media on the State-wide consequences of emergencies, and advice to the community.	Municipal Council mayor or another authorised local spokesperson Response Management Authority spokesperson State Operations Centre or State Control Centre State Controller

Information channel	Type and purpose	Authorised provider
Radio, television, print and commercial social media	Reports on the likely and actual impact of emergencies, and provide advice on community safety and how to seek assistance.	Municipal Council mayor or another authorised local spokesperson Response Management Authority spokesperson whole-of-government PIU State Operations Centre or State Control Centre
Tasmanian Emergency Information Service	A call centre that receives calls from the public and provides information on the likely and actual impact of emergencies, advice on community safety and how to seek assistance.	whole-of-government PIU
<u>TasRECOVERY</u>	A Facebook page that provides information on recovery programs.	DPAC
<u>Service Tasmania 'Emergencies'</u>	Web-site that provides links to other public information websites.	Service Tasmania
<u>Emergency Alert</u>	The national telephone warning system that sends voice messages to landline telephones and text messages to mobile telephones within a specific area.	State Controller Deputy Commissioner of Police Regional Controller Executive Director SES Chief Fire Officer TFS Director of Public Health
Standard Emergency Warning Signal (SEWS)	A distinctive audio signal that alerts the community to the broadcast of an urgent safety message relating to a major emergency. Emergency services may include SEWS as part of warning messages sent to landline telephones by Emergency Alert.	DPFEM Media and Communications Unit with approval from State Controller, DCOP, Regional Controllers, Chief Officer TFS, Executive Director SES or Regional Director BoM
National Emergency Call Centre	A call centre that receives calls from the public and provides information on the likely and actual impact of emergencies, and provides advice on community safety and how to seek assistance.	whole-of-government PIU requests activation by the Australian Government Department of Social Services
Evacuation centres	A physical location that provides advice on community safety and how to seek assistance, and provide information on recovery programs.	Municipal Council
Recovery centres	A physical location that provides information on recovery programs.	Municipal Council DPAC
Public meetings	Provides information at the local level that is consistent with that provided at the state level, and allow public feedback.	RMA Municipal Council mayor or another authorised local spokesperson

3.3.7 Other elements

In an emergency, Council's usual administrative and financial arrangements may be disrupted and staff impacted. Increased personal demands on staff to maintain usual services while contributing to Council's role of responding to the incident imposes conflicting requirements. Councils may wish to seek and obtain additional administrative support from other municipalities.

3.3.8 Evacuation

Evacuation involves the movement of people threatened by a hazard to a safer location and, typically, their eventual, safe and timely return. To be effective, evacuation must be appropriately planned and implemented. Coordination and communication must be maintained across all stages of evacuation.

3.3.8.1 Management

While emergency management authorities have legislated power to order emergency evacuation, voluntary evacuation is the preferred strategy. Evacuation requires the participation and cooperation of multiple agencies and/or organisations. When evacuation planning involves significant change to traffic flows, road owners or managers should be involved, e.g. Council, Department of State Growth.

[TEMA](#) and the *Tasmanian Emergency Evacuation Framework (2018)* provide more detailed information about the evacuation process, and responsibilities in Tasmania.

Council has primary responsibility for activating and managing an Evacuation Centre within the municipal area, if requested by the Regional Controller, including the registration of evacuees presenting, and the management of waste, environmental health and pollution at the site.

Council also has a number of support roles and responsibilities and the MC may be contacted for Council advice and assistance with:

- evacuation risk assessment and decision to evacuate
- withdrawal coordination
- traffic management
- alternative emergency accommodation
- animal welfare (pets, companion animals, livestock) if facilities are available
- decision to return.

If necessary, TASPOL will liaise with Council about concerns for the welfare of individuals or missing person enquiries.

Council maintains a register of appropriate facilities that may be used as short and long-term evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 5 and Appendix 8](#).

3.3.8.2 Decision

The decision to recommend the evacuation of people in and around at-risk areas, rests with the Response Management Authority's Incident Controller, who consults with TASPOL, Council and others. If a decision to evacuate is made, public warnings will be issued.

3.3.8.3 Withdrawal

TASPOL has a lead role in the withdrawal stage of evacuation. A TASPOL Evacuation Coordinator may be appointed to coordinate and manage the withdrawal process.

3.3.8.4 Shelter

If evacuation of an area is indicated, the Regional Controller may contact the MC to ask Council to activate an Evacuation Centre.

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans.

3.3.8.5 Return

The Response Management Authority's Incident Controller is responsible for deciding when it is safe for evacuees to return to an area, in consultation with TASPOL and other experts. A TASPOL Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

3.3.9 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers. GIS capability can assist with recording the outcomes of assessments and supporting broader consequence management planning.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing data on request.

Impact and damage assessment factors include, but are not limited to:

- a number of injuries and deaths
- b housing/accommodation needs
- c energy supplies
- d potable water
- e transport networks and alternative route planning
- f telecommunications;
- g stormwater infrastructure and waterways; and
- h public/environmental health standards.

Where transport corridors provide access for other networks such as power, water and telecommunications, the relevant asset managers/owners will be involved in decision-making, as required.

3.3.10 Registrations

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:

- a affected people, such as evacuees and families
- b other stakeholder/affected groups, for example businesses
- c spontaneous volunteers
- d witnesses
- e potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Resilience and Recovery Tasmania.. When an Evacuation or Recovery Centre is activated, processes to support registration should be implemented at the Centre/s as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase.

If an Evacuation Centre is activated, registration will be implemented using Survey123 application or through the equivalent paper forms. Information collected may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

Registration data may be shared, as appropriate, with relevant stakeholders throughout emergency response, consistent with disclaimers provided to affected people at the time of data collection. For example, when providing personal information at the time of registration, affected people should be aware that the data they provide will be shared with the relevant government agencies (municipal/state/federal) for the purposes of providing relief and recovery assistance and services. All personal information provided for registration purposes must be managed in accordance with the provisions and principles of the *Personal Information Protection Act 2004*.

3.3.11 Pandemic health emergencies

The *Tasmanian Public Health Emergencies Management Plan* (TPHEMP) is a State Special Emergency Management Plan (SSEMP) that supports the TEMA in planning for significant public health emergencies.

The *Tasmanian Health Action Plan for Pandemic Influenza* (THAPPI) is an Associate Plan of the TPHEMP that outlines the framework that Tasmania will use to manage the health sector's preparedness and response to an influenza pandemic.

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.12 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion, which may identify learnings and the need for changed or new processes and systems. These matters are best initially considered in an Operational Debrief forum, the main objectives of which are to:

- a acknowledge the input of all contributing organisations and individuals
- b gain constructive feedback from all involved on lessons identified
- c identify where gaps exist in training and planning systems
- d determine and program the best course of action for improving planning, management systems etc
- e foster sound interagency communication
- f identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

Lessons identified are shared with stakeholders including the MEMC, Coordinator and SRSRC.

MEMC is responsible for reviewing emergencies that are significant to the municipality. Where impacts extend beyond this area, the review may be conducted by SREMC so lessons can be shared easily with emergency management partners.

3.3.13 Administration: finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Logs, reports and briefings from response and recovery are collated progressively and stored centrally for future reference.

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated and eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as follows:

DRFA category	Type	Claimable expenses
Category A	Essential	<p>Emergency food, clothing</p> <p>Repair or replacement of essential items and personal effects</p> <p>Essential emergency repairs to housing (to make residence safe and habitable)</p> <p>Demolition or rebuilding to restore housing</p> <p>Removal of debris from residential properties</p> <p>Extraordinary counter-disaster operations for the benefit of an affected individual</p> <p>Personal and financial counselling</p> <p>Evacuation Centre costs</p>
Category B	Essential	<p>Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices)</p> <p>Counter-disaster operations for the protection of the general public</p>
Category C	Non-Essential	<p>No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc)</p> <p>A Fund may also include community awareness and education campaigns and other resilience building grants</p> <p>Applications for Category C assistance are coordinated and submitted by RRT for mandatory approval by the Prime Minister</p>
Category D	Non-Essential	<p>A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional.</p> <p>Applications for Category D assistance are coordinated and submitted by RRT for mandatory approval by the Prime Minister</p>

All expenditure that may be eligible for Government assistance under the TRRA Natural Disaster Local Government Relief Policy must be separately costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However, additional costs over and above normal operating budgets may be regarded as eligible expenditure (eg. plant hire and overtime).

Damage to any asset must be directly attributed to the event and should not include normal maintenance operations, particularly for assets that were in a poorly-maintained state at the time of the emergency. For auditing purposes, Council is required to supply records of maintenance on the items and assets in question.

Assistance may be provided to Council to restore an essential public asset to the equivalent of its pre-emergency standard, subject to current planning and developmental controls and building standards. Additional costs incurred by Council beyond that level in restoring or replacing an asset to a higher standard (improvement or betterment) are not eligible for assistance and must be borne by Council.

Where claims are to be made for TRRA relief reimbursement, the MC will discuss the matter first with RRT (DPAC). Where appropriate, a written application will be developed and submitted to RRT.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. Council claims under TRRA and Tasmanian Government claims under DRFA are subject to audit and assurance processes before acquittal. The TRRA and DRFA contain details about evidence that agencies and councils must collect and maintain. RRT will provide information and advice on request.

3.4 Recovery arrangements

This section describes what is done to support short to longer-term recovery across the four main recovery domains.

3.4.1 Overview

Recovery is the process of dealing with the impacts of an emergency and returning social, economic, infrastructure and natural environments to an effective level of functioning.

Recovery is most effective when communities are supported to lead and participate in processes and activities in their local area. Municipal committees, councils, community groups and local leaders all play a significant role in enabling and facilitating local engagement in recovery planning, and in coordinating the implementation of local recovery activities.

The *State Recovery Plan* and *Southern REMP* describe various state-level and regional-level recovery arrangements and should be read in conjunction with this plan.

Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

It is critical that activities are planned and coordinated across all recovery domains being:

- a social
- b economic
- c infrastructure
- d environment
- e cross-domain

Typical recovery considerations include but are not limited to:

- a assessing recovery needs across all domains and prioritising actions required
- b developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals
- c enabling community communication and participation in decision-making
- d wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 Current arrangements

[Figure 4](#) shows typical All-Hazards recovery arrangements, showing the close relationship between response operation and recovery, spanning short to longer-term activities. Arrangements are applied as required and described in more detail in the following sections.

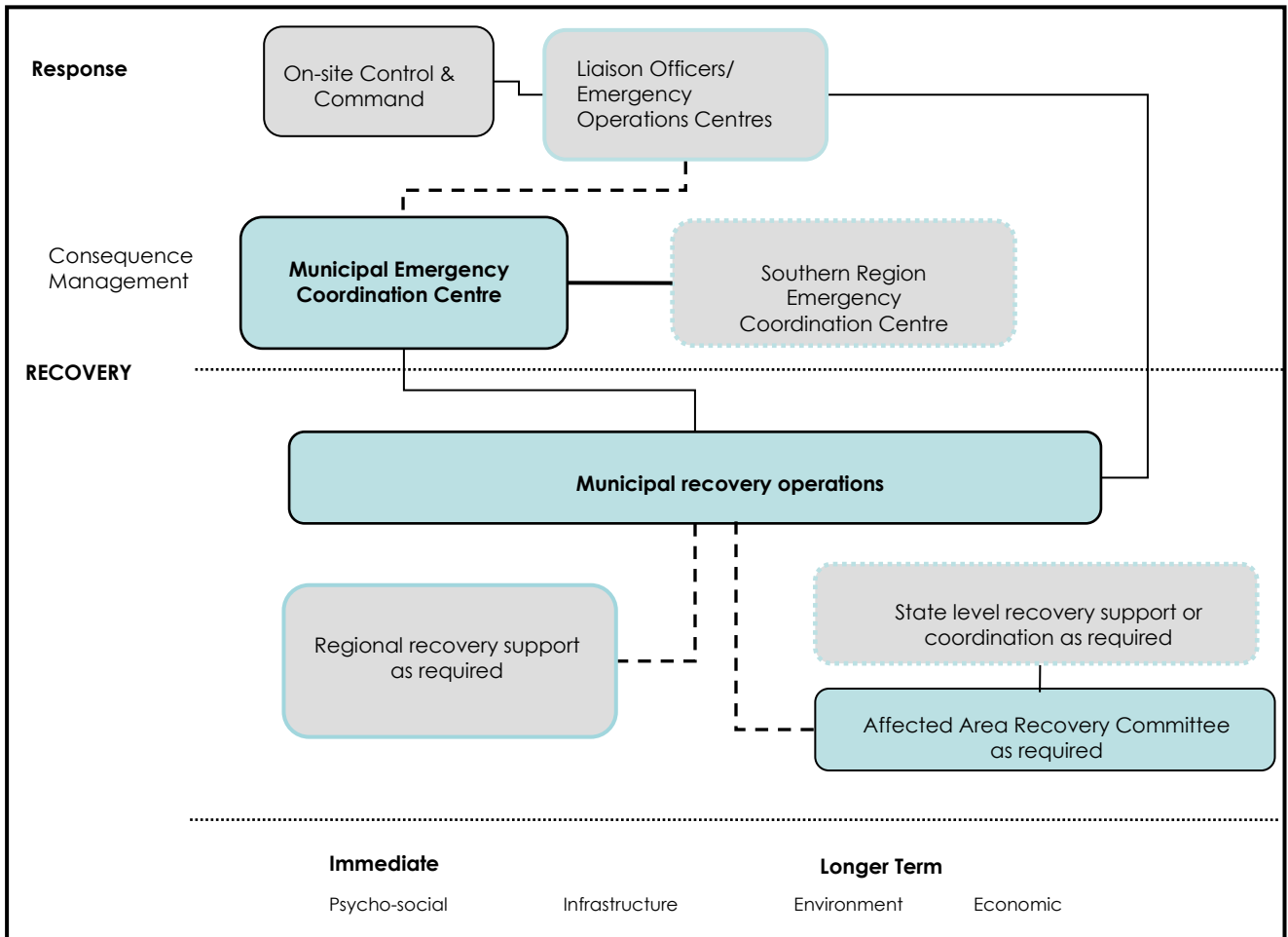


Figure 4: Community recovery management arrangements

LEGEND:

- Direct reporting relationship
- - - - Also works/communicates with

3.4.3 Media and public information

In recovery, information may be communicated through a range of channels, including:

- RMA's website and social media
- TasALERT website and social media
- radio, television and print media
- public meetings, Evacuation and Recovery Centres and outreach visits.

Council has a critical role in providing community leadership and ongoing information updates to reduce community uncertainty. This role should be implemented as soon as possible after an emergency occurs to reduce the potential for inappropriate action or undue concern.

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the media officer, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information. Council's *Communications Policy* and *Communications SOP* are associated documents that support this plan.

If the whole-of-government PIU is activated for an emergency, it will have dedicated resources tasked with coordinating recovery information and contributing to the development of documentation to guide transition from response to recovery, including development of a *Recovery Communications Strategy*.

3.4.4 At-risk groups of people

Council-specific roles and responsibilities support a collaborative stakeholder approach for meeting the emergency management and recovery needs of at-risk people.

Council's Recovery Coordinator is responsible for undertaking the following activities:

- a provide Evacuation Centres that are accessible to a broad cross-section of the community
- b maintain broad knowledge of relevant service providers within the municipality
- c promote community resilience as part of normal Council business
- d maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality
- e provide local demographic information and advice to stakeholders as able and required
- f provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required
- g develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. After consultation with the Response Management Authority and other emergency management partners about impact assessment, recovery needs and capacity, local arrangements can be activated by the MC, supported by the Regional Planner.

Regional recovery coordination is activated by the Regional Controller through the Regional Coordinator at the request of Council. This may follow advice from the Response Management Authority and/or Regional Controller.

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#). Recovery facilities are activated on request or advice from:

- a MC
- b Community Recovery Coordinator
- c Regional Coordinator, or
- d Regional Controller

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery. The MC (through an Emergency Recovery Committee, if formed) will arrange for impact assessments to be conducted.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

3.4.6 Long-term recovery

As the response phase draws to a close, recovery activities transition from short-term coordination to long-term arrangements designed to meet anticipated recovery needs.

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the *State Recovery Plan*. The State Recovery Advisor (DPAC) works in consultation with the MC, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery arrangements.

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by the MEMC (Level 1). Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives. The MC may seek support or raise emerging issues through SREMC.

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated. Level 2 and Level 3 arrangements are detailed in the State Recovery Plan. State-supported recovery (Level 2) involves the Tasmanian Government supporting the coordination of recovery coordination at local or regional levels, usually through an Affected Area Recovery Committee (AARC). State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce led by a Recovery Coordinator.

AARCs may be established under section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. AARCs may be established locally for one Municipality or regionally for multiple municipalities.

The purpose of an AARC is to coordinate recovery activities at regional and local levels through information-sharing, collaboration and collective decision-making. An AARC's role includes developing event-specific recovery plans, facilitating community engagement and participation in recovery, and guiding the implementation of local recovery projects and activities.

An AARC is usually chaired by the Mayor, the MC or another regional/local representative. AARCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role. DPAC may support the administration of an AARC and coordinate multi-agency recovery efforts to support local and council-led activities.

An AARC will typically develop a recovery plan that:

- a takes account of Council's long-term planning and goals
- b includes assessment of recovery needs and determines which functions are required
- c develops a timetable for completing major functions
- d considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people
- e allows full community participation and access
- f allows for monitoring of recovery progress
- g effectively uses the support of Tasmanian and Australian Government agencies
- h provides public access to information on proposed programs and subsequent decisions and actions
- i allows consultation with all relevant community groups.

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:

- a forums and information sessions for the community
- b debriefs for recovery workers
- c progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

In more localised events, the MC may consider it necessary to establish a Local Community Recovery Committee as soon as practicable. This group will include appropriate affected people, existing community groups and agencies to begin recovery discussions. No matter what the scale or severity of the event, it is important for local communities to have an avenue to discuss and share experiences.

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. Council undertakes the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Southern Midlands Municipal Coordinator for the Southern Midlands MEMC.

Feedback on this plan should be provided in writing to:

Email: mail@southernmidlands.tas.gov.au

Mail: PO Box 21 OATLANDS TAS 7120

Phone: (03) 6254 5000

4.2 Review requirements and issue history

Section 34 of the Act requires that this MEMP is reviewed at least once every two years after approval by the State Controller.

In reviewing the MEMP, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#) below.

This issue entirely supersedes the previous issue of this MEMP. Superseded issues are to be destroyed, or clearly marked as superseded, and removed from general circulation.

Table 6: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 4	2006	Rewrite
Issue 5	2012	Rewrite
Issue 6	2014	Review
Issue 7	2016	Review
Issue 8	2021	Incorporation of TEMA, evacuation, DRFA information, reformatting
Issue 9	2025	Review

4.3 Consultation for this issue

Review of this issue was coordinated by the MC for the MEMC. This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

- a SES Regional Manager
- b SES Regional Coordinator
- c Southern Regional Recovery Officer
- d Midlands Multi-Purpose Health Centre personnel
- e Tasmania Police
- f Local Medical Practitioners
- g Tasmania Fire Service
- h MEMC members.

4.4 Distribution list

This plan will be available electronically through WebEOC after approval. Electronic copies will be provided as follows:

Table 7: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none">All MEMC membersMayor and CouncillorsGM
SES	<ul style="list-style-type: none">Unit Manager, SES UnitRegional Manager (South)Regional Coordinator (for Regional Controller)SES Emergency Management Unit (for SES Director, State Controller, WebEOC)
TASPOL	<ul style="list-style-type: none">Divisional Inspector (Bridgewater)Divisional Inspector (Sorell)Officer in Charge, Oatlands Police Station
TFS	<ul style="list-style-type: none">District Officer, MidlandsDistrict Officer, East Coast
AT	<ul style="list-style-type: none">Superintendent, Southern Region
St John Ambulance	<ul style="list-style-type: none">Chief Executive Officer (for volunteer divisions)
Neighbouring councils	<ul style="list-style-type: none">Brighton CouncilClarence City CouncilDerwent Valley CouncilCentral Highlands CouncilNorthern Midlands CouncilGlamorgan Spring Bay Council
Other organisations	<ul style="list-style-type: none">Midlands Multi-Purpose Health CentreDepartment of Education

4.5 Communications plan summary

When endorsed by Council and approved by the State Controller, update of this MEMP will be communicated as follows:

- email copies sent to the positions listed in [Table 9](#)
- submitted for noting by SREMC
- endorsement by Council
- published on Council's website
- Published on Council's common network drive (for staff access)
- available to interested parties on request at either Oatlands or Kempton Council Chambers.

4.6 Validation of this plan

Arrangements in this plan will be validated within the two-year review cycle by:

- participating, where able, in other municipal/regional exercises
- conducting/participating in relevant debriefs
- refer to [Appendix 4](#).

Section 5: Appendices

Appendices are part of this MEMP and as such are not to be updated or circulated as separate attachments without this MEMP being approved by the State Controller.

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – MEMC resources, maintenance and activity schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty cards

Appendix 7 – Standard operating procedures

Appendix 8 – Community centres

APPENDIX 1: List of associated documents

The documents listed here are relevant to this MEMP. When the MEMP is reviewed, current versions of these documents will also be checked. Other relevant documents that may also have been developed between issues will be included.

a) Tasmanian legislation related to emergency management.

Legislation	Subject
<i>Biosecurity Act 2019</i>	to provide for the protection and enhancement of Tasmania's biosecurity status for the benefit of Tasmania's industries, environment and public wellbeing by providing for the prevention, detection and control of animal and plant disease, pests and other biosecurity matter.
<i>Building Act 2016</i>	building emergency work
<i>COVID-19 Disease Emergency (Commercial Leases) Act 2020</i>	(a) to implement measures that may assist the continued functioning of the economy during the financial hardship period and the recovery of the economy after the end of the period; and (b) to enable an appropriate apportioning, between parties to a protected lease, of the financial burden caused to the parties by, or relating to, the disease-related factors.
<i>Dangerous Goods (Road and Rail Transport) Act 2010</i>	to regulate by nationally consistent legislation the transport of dangerous goods by road and rail in order to promote public safety and protect property and the environment
<i>Electricity Supply Industry Act 1995</i>	to promote efficiency and competition in the electricity supply industry, to provide for a safe and efficient system of electricity generation, transmission, distribution and supply, to provide for the safety of electrical installations, equipment and appliances, to enforce proper standards in the performance of electrical work, to protect the interests of consumers of electricity and for related purposes
<i>Emergency Management Act 2006</i>	to provide for the protection of life, property and the environment in the event of an emergency, to establish emergency management arrangements, and to provide for certain rescue and retrieval operations
<i>Environmental Management and Pollution Control Act 1994 and associated regulations</i>	emergency authorisations of an act or omission that might otherwise constitute a contravention of this Act
<i>Fire Service Act 1979</i>	to consolidate and amend the law relating to preventing and extinguishing fires and the protection of life and property from fire
<i>Food Act 2003</i>	emergency powers to prevent or reduce the possibility of a serious danger to public health or to mitigate the adverse consequences of a serious danger to public health
<i>Gas Industry Act 2019</i>	to regulate gas related activities
<i>Gas Safety Act 2019</i>	to regulate the gas industry, to provide for safety and technical standards that ensure that the gas supply industry, gas facilities, gas installations, gas appliances, gas storage systems and gas

Legislation	Subject
	conditioning systems are constructed, maintained and operated to a high standard of safety and in a manner that protects persons and property, and for related purposes
<i>General Fire Regulations 2021</i>	regulations regarding fire protection, evacuation and containment of fire hazards
<i>Land Use Planning and Approvals Act 1993</i>	to make provision for land use planning and approvals, including risk from environmental or natural hazard
<i>Launceston Flood Risk Management Act 2015</i>	to make provision for and in relation to the management of the likelihood, severity and duration of, and emergencies consisting of, floods in Launceston
<i>Local Government Act 1993</i>	to provide for local government and establish councils to plan for, develop and manage municipal areas in the interests of their communities
<i>Marine and Safety Authority Act 1997</i>	to establish the Marine and Safety Authority and for related matters
<i>Marine Farming Planning Act 1995</i>	to provide for the planning of marine waters for marine farming and the allocation of marine farming leases, including Emergency arrangements
<i>Marine Search and Rescue Act 1971</i>	to make provision with respect to the carrying out of certain marine search and rescue operations
<i>Marine-related Incidents (MARPOL Implementation) Act 2020</i>	to protect State waters from pollution by oil and other substances, and to give effect to certain parts of the MARPOL Convention
<i>Natural Resource Management Act 2002</i>	to establish committees for natural resource management and to provide for the development of regional strategies for natural resource management
<i>Petroleum Products Emergency Act 1994</i>	to provide for the conservation of petroleum products in the event or likely event of shortages of supplies of petroleum products occurring in the State
<i>Police Powers (Public Safety) Act 2005</i>	to authorise police officers to stop and search persons and vehicles, to question persons and to seize things for the purposes of public safety
<i>Public Health Act 1997</i>	to protect and promote the health of communities in the State and reduce the incidence of preventable illness, including emergency powers
<i>Radiation Protection Act 2005</i>	for the protection of people and the environment from harmful radiation, including emergency powers
<i>Rail Safety National Law (Tasmania) Act 2012</i>	to apply as a law of this State a national law relating to the provision of a national system of rail safety

Legislation	Subject
<i>Security-sensitive Dangerous Substances Act 2005</i>	to restrict and regulate access to certain dangerous substances whose deliberate misuse would constitute an especial threat to State security and public safety, to regulate and monitor, and improve the security of, commercial, industrial and other activities carried out in connection with such dangerous substances
<i>Terrorism (Commonwealth Powers) Act 2002</i>	to refer certain matters relating to terrorist acts to the Parliament of the Commonwealth for the purposes of section 51 (xxxvii) of the Constitution of the Commonwealth
<i>Terrorism (Preventive Detention) Act 2005</i>	to allow persons to be taken into custody and detained in order to prevent an imminent terrorist act occurring or preserve evidence of, or relating to, a recent terrorist act
<i>Water Management Act 1999</i>	to provide for the management of Tasmania's water resources, including water supply emergencies
<i>Work Health and Safety Act 2012</i>	to secure the health, safety and welfare of persons at work and for related purposes

b) Plans and Arrangements
Standards, reports and resources

Strategies and frameworks	
SEMC Strategic Directions Framework 2020-2025	Department of Premier and Cabinet
Tasmanian Disaster Resilience Strategy 2020-2025	Department of Premier and Cabinet
Risk assessment	
Tasmanian Disaster Risk Assessment (TASDRA)	Department of Police, Fire and Emergency Management
Tasmanian Emergency Risk Assessment Guidelines	Department of Police, Fire and Emergency Management
National Emergency Risk Assessment Guidelines	Australian Institute for Disaster Resilience
Prevention, mitigation and risk reduction	
Guide to considering natural hazard risks in land use planning and building control	Department of Premier and Cabinet
Principles for the consideration of Natural Hazards in the Planning System	Department of Premier and Cabinet
Preparedness	
Managing Exercises: A handbook for Tasmanian Government agencies	Department of Police, Fire and Emergency Management
Response	

Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook	Australian Institute for Disaster Resilience
Emergency Evacuation Framework	Tasmania Police
Heatwave Ready Tasmania: Resources for residential aged care facilities in Tasmania	Department of Health
People at Increased Risk in an Emergency: A guide for Tasmanian government and non-government community service providers	State Emergency Management Committee
Spontaneous Volunteer Management Resource Kit: Helping to manage spontaneous volunteers in emergencies	Australian Government Department of Housing, Community Services and Indigenous Affairs
State Special Emergency Management Plans and other plans (available on the Tasmanian Emergency Management System)	
Biosecurity Emergencies	Department of Natural Resources and Environment,
Cetacean Incident Manual: ...	Department of Natural Resources and Environment,
Dam Safety Emergencies	Department of Natural Resources and Environment,
Electricity, Gas and Liquid Fuel Supply Disruption Arrangements	Department of State Growth
Flood	State Emergency Service
Hazardous Materials Emergencies	Tasmania Fire Service
Impact and Damage Assessment	Department of Premier and Cabinet
Interoperability Arrangements for Sharing Skilled Resources in Tasmania	Department of Premier and Cabinet
Pandemic Influenza	Department of Health
Port Safety Plan for Visits of Nuclear-Powered Warships to Hobart	Tasmanian Government State Emergency Service, Issue 5, 2023
State Fire Protection Plan	Tasmania Fire Service
State Recovery Plan	Department of Premier and Cabinet
State Road and Bridge Emergency Management Plan	Department of State Growth
State Tsunami Emergency Response Plan	State Emergency Service
Structural Collapse	Tasmania Fire Service
Tasmanian Counter-Terrorism Arrangements	Tasmania Police
Tasmanian Marine Oil and Chemical Spill Contingency Plan (TasPlan)	Environment Protection Authority
Tasmanian Mass Casualty Management Arrangements	Department of Health
Tasmanian Public Health Emergencies Management Plan	Department of Health

<i>Tasmanian Search and Rescue Plan</i>	Department of Police, Fire and Emergency Management
<i>Tasmanian Wilderness World Heritage Area Fire Management Plan</i>	Department of Natural Resources and Environment
<i>Transport Crash Emergencies</i>	Tasmania Police
Recovery	
<u>State Recovery Plan</u> (State Special Emergency Management Plan)	Department of Premier and Cabinet
<u>Tasmanian Relief and Recovery Arrangements: Natural Disaster Relief to Local Government Policy</u>	Department of Premier and Cabinet
<u>Working together in recovery: a practical guide for the not-for-profit and public sectors,</u>	Curnin, S., University of Tasmania 2019

APPENDIX 2: Risk Assessment Report

a Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of *Tasmanian Emergency Risk Assessment Guidelines* (TERAG) and risk assessment workshops.

b Local government responsibilities – emergency risk management

Tasmania's local government authorities supported the development of TERAG and committed resources toward the achievement of its aim. The benefits to Council in participating in this process include:

- demonstrates sound commitment to managing emergency risks within the community and a primary interest in community safety
- potentially reduces levels of risk within the community
- ensures the identification of risks that are the focus of emergency management planning
- ensures a focus on preventing emergencies rather than to reacting to them
- enables improved community understandings of emergency management and the risk management process
- improves governmental understanding of risks from a community perspective
- provides an opportunity to reduce the cost to communities from emergency impacts
- enables use of a best practice standard in risk management
- ensures and maximises access to national DRFA funding
- complements Council's existing practices and commitment to risk management.

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in [Table 3](#) and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

The following risk register includes a description of risks identified and treatment strategies required. Sources of risk were reviewed and additional risks added and assessed with review of this MEMP.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate operational plans and/or partnership agreements as required.

Specifically, each register includes:

- unique identifier number
- risk statement
- treatment option/s
- responsibility for treatment
- implementation timeframe.

Note that the timeframe descriptor 'ongoing' is used where there is a need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframe for undertaking treatment options is also defined in the following:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- As described in the table.

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
SM 01 Flood				
SM 01.01	There is a risk that flooding of the Jordan River will cause damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/NRE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.02	There is a risk that flooding of the Jordan River will cause property damage on the floodplain	Planning schemes	Council	Immediate
		Identify floodplain	Council/NRE/Landowner	Short-term
SM 01.04	There is a risk that flooding of the Coal River will result in damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/NRE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.07	There is a risk that flooding of the Blackman River will cause damage to roads and bridges	Bridge design options	Council/DSG	Long-term
		Clear waterways	Landowners/NRE	Ongoing
		Road design	Council/DSG	Long-term
SM 01.08	There is a risk that flooding of the Jordan River will cause property damage on the floodplain	Planning schemes	Council	Immediate
		Identify floodplain	Council/NRE/Landowner	Short-term
TM 02 Bushfire				
SM 02.01	There is a risk that bushfire will result in rural property damage, including fences, crops, trees, residences and machinery throughout the municipality	Fire Management Strategy	Council/TFS/PWS/STT	Short-term
		Education	TFS/Council	Ongoing
		Hazard reduction and enforcement of abatement notices	TFS/Council/Landowners/PWS/STT	Ongoing
SM 02.02	There is a risk that bushfire will result in residential property damage throughout the municipality	Fire Management Strategy	Council/TFS/PWS/STT	Ongoing
		Education	TFS/Council	Ongoing
		Hazard reduction and enforcement of abatement notices	TFS/Council/Landowners/PWS/STT	Ongoing
SM 02.05	There is a risk that bushfire will result in loss of timber bridges throughout the municipality	Bridge design options	Council/DSG	Long-term
		Road design	Council/DSG	Long-term

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
SM 02.06	There is a risk that bushfire will result in depletion of water supplies due to firefighting operations throughout the municipality	Additional local water storage and supply, including reticulation	Council/TasWater/NRE/landowners	Long-term
SM 06 Public health epidemic				
SM 06.01	There is a risk that a public health epidemic will result in the loss of life	Immunisation program	Council	Ongoing
		Continued support of Public Health Service activities	DoH/Council	Ongoing
SM 08 Exotic animal disease				
SM 08.01	There is a risk that livestock will be destroyed as a result of exotic animal disease	Continued support for national and state strategies	Council/NRE/industry	Ongoing
		Develop washing facilities for vehicles	Council/NRE/industry	Short-term
SM 08.02	There is a risk to agricultural income as a result of exotic animal disease	Continued support for national and state strategies	Council/NRE/industry	Ongoing
		Develop washing facilities for vehicles	Council/NRE/industry	Short-term
SM 09 Crop disease				
SM 09.01	There is a risk to agricultural income as a result of food crop disease	Continued support for national and state strategies	Council/NRE/industry	Ongoing
SM 09.02	There is a risk to agricultural income as a result of other crop disease	Continued support for national and state strategies	Council/NRE/industry	Ongoing
SM 21 Infrastructure failure				
SM 21.01	There is a risk of loss of water supplies due to pipeline failure	Develop contingency plans for major reticulation lines	TasWater	Long-term
SM 21.02	There is a risk to agricultural income as a result of Craighourne Dam failure	Frequent inspection of dam infrastructure	Tas Irrigation	Ongoing
SM 21.03	There is a risk of loss of water supplies due to dam failure on the river servicing the Oatlands township	Frequent inspection of dam infrastructure	TasWater	Ongoing

Register of risks and treatment strategies

ID	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
SM 21.04	There is a risk of loss of water supplies to the Colebrook township due to dam failure	Frequent inspection of dam infrastructure	TasWater	Ongoing
SM 26 Transport accident				
SM 26.01	There is a risk of a road traffic accident at a rail crossing causing loss of life	Safety audit of major transport routes	DSG/Council	Long-term
SM 26.02	There is a risk of rail accident at a rail crossing causing loss of life	Improve signage	TasRail/DSG	Short-term
		Install signals/barriers	TasRail/DSG	Short-term
SM 26.03	There is a risk of a traffic accident involving large vehicles and passenger buses resulting in loss of life and community disruption	Continued support of road safety strategies	DSG/Council/Road Safety Taskforce/TASPOL	Ongoing
		Undertake hazard study of the Midland Highway	DSG/Council/Road Safety Taskforce/TASPOL	Immediate
		Promote road upgrades	DSG/Road Safety Taskforce	Ongoing
SM 27 Storm				
SM 27.01	There is a risk that a storm may cause loss of life	Education and awareness	SES/BoM/Council	Short-term
SM 27.01	There is a risk that a storm may cause significant personal asset loss within the community	Building Standards	Council/Building Council of Australia/LGAT	Long-term

APPENDIX 3: MEMC Terms of Reference

Southern Midlands Municipal Emergency Management Committee Terms of Reference



Committee	Southern Midlands Municipal Emergency Management Committee (MEMC)
Date and status	Issue 9, 2025
Enquiries	Executive Officer (Municipal Coordinator) Southern Midlands Council
Review notes	These Terms of Reference are due for review in April 2027
General standards & practices	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this MEMC and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au).

1. Authority & background	Section 20 of the <i>Emergency Management Act 2006</i> (the Act) establishes the MEMC within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the Act outlines the MEMC's purpose and functions generally as: “...to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ...”
3. Role and functions	<ul style="list-style-type: none">3.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.3.1.2 Determine and review emergency management policy for the municipal area, including the performance of emergency risk assessment and management in accordance with current and relevant standards.3.1.3 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s, and identify excellence and opportunities for improvement.3.1.4 Oversee management of emergencies in which Council resources are required to support response and recovery.3.1.5 Report to the Regional Controller on any municipal matters that relate to the functions of the Regional Controller or the Southern Regional Emergency Management Committee.3.1.6 At the direction of the MEMC Chairperson or Municipal Coordinator, assist them or Council with the performance/exercise of functions and powers under the Act.3.1.7 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area.3.1.8 Nominate a representative to participate in Southern Regional Emergency Management Committee activities and provide bilateral support.

- 3.1.9 Coordinate at least one municipal emergency management exercise each year.
- 3.1.10 Support the activities of responding organisations during an emergency impacting the municipality.
- 3.1.11 Coordinate a post-emergency operational debrief for all organisations involved in an emergency impacting the municipality.

4. Reports to

Southern Regional Emergency Management Committee

5. Membership

Section 21 of the Act establishes the arrangements for this committee's membership, supplemented by the following practices:

- membership is reviewed every time the Terms of Reference are reviewed and members are confirmed in writing by the responsible officer/manager
- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.

At this stage security clearances are not required.

6. Chairperson

Mayor, Southern Midlands Council (or nominated Councillor)

7. Executive Officer

Municipal Coordinator (General Manager), Southern Midlands Council

8. Members

- Chair (Mayor or nominated Councillor)
- Municipal Coordinator/General Manager (EO)
- Deputy Municipal Coordinator
- Municipal Recovery Coordinator
- Manager Infrastructure & Works
- Assistant Manager Infrastructure & Works
- Resilience and Recovery Tas (DPaC) Regional Recovery Officer
- Midlands Multi-Purpose Health Centre representative
- Local General Practitioner (MMPHC)
- Tasmania Police representative
- Tasmania Fire Service – District Officer (Midlands)
- Tasmania Fire Services (Midlands District representative)
- Tasmania Fire Service (East Coast District Representative)
- Ambulance Tasmania representative
- State Emergency Service – Regional Manager
- State Emergency Service – Regional Coordinator
- State Emergency Service SMC RCR Unit Manager

9. Chairperson

The role of the MEMC Chairperson is to:

- chair the MEMC
- receive notification of emergency events from the Municipal Coordinator
- maintain contact with and support the Municipal Coordinator during an emergency event
- maintain regular contact/liason with the Municipal Coordinator in regard to the administrative arrangements of the MEMC.

10. Frequency of meetings

The MEMC aims to meet twice a year unless an emergency event occurs and a review of operational aspects of the Municipal Emergency Management Plan (MEMC) is required. Meetings are scheduled by the Executive Officer.

APPENDIX 4: MEMC Maintenance and Activity Schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the MEMC	Municipal Coordinator	Biannual	March / September
Conduct meeting of the MEMC Recovery Sub-committee	Municipal Recovery Coordinator	Biannual	March / September
Coordinate emergency management training for selected staff member/s on rotating basis and maintain training records	Municipal Coordinator/ General Manager	Annual	April
Plan, conduct and review a related exercise	Municipal Coordinator/ General Manager	Biennial	November
Review MEMP and all appendices (including risk treatment strategies) Lodge plan with SREMC	MEMC	Biennial	March
Review and update contact lists	Municipal Coordinator/ General Manager	Biannual	March / September
Attend SREMC Meetings	Municipal Coordinator/ General Manager	Quarterly	As advised
Attend SRSRC Meetings	Municipal Recovery Coordinator	Quarterly	As advised
Review risk treatment options in conjunction with municipal strategic plan and budget	Municipal Coordinator	Annual	March

APPENDIX 5: Centres for emergency management

a Municipal Emergency Coordination Centre (MECC)

The MECC is the focal point for coordinating municipal consequence management activities arising from the emergency, including the activation of Council and community resources. The MECC also monitors operational activities, coordinates the provision of information to local communities and identifies and coordinates local community recovery support.

	Municipal location	Contact	Regional location	Contact
Primary:	Southern Midlands Council Chambers 71 High Street Oatlands	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Coordinator
Secondary:	Southern Midlands Council Chambers 85 Main Street Kempton	Municipal Coordinator	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Coordinator

b Emergency Operations Centres (EOC)

EOCs are operational focus points for providing municipal resources and support at the request of the relevant Response Management Authority.

Organisation	Municipal location	Contact	Regional location	Contact
Council:	Southern Midlands Works Depot Glenelg Street Oatlands	Manager Infrastructure & Works	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Coordinator
TASPOL:	Oatlands Police Station 83 High Street Oatlands	District Officer T: 03 6135 0551	Bridgewater Police Station Green Point Road Bridgewater	T: 03 6173 2010 Police Radio Room 131 444
TFS:	Midlands District Fire Station 6 Barrack Street Bothwell	District Officer T: 0438 708 014	Southern Region Headquarters 1040 Cambridge Road, Cambridge	Regional Chief T: 03 6169 4331
SES:	83 High Street Oatlands OR Old Huntingground Road Kempton	SES Unit Manager	SES Southern Region Headquarters 1/28 Bathurst St Hobart	SES Regional Manager or Duty Officer
AT:	Midlands Multipurpose Health Centre Church Street Oatlands	Duty Officer T: 6135 0540	State Headquarters 12 Brisbane Street Hobart	Communications Duty Manager T: 03 6166 1956

c Emergency Evacuation Centres

An Emergency Evacuation Centre is a facility that may be established to coordinate and meet the immediate needs of people evacuated from an emergency-affected area.

Selection of the most suitable site for an Evacuation Centre will be determined by the Recovery Coordinator and Municipal Coordinator after consultation with the MEMC. Prospective locations are listed at [Appendix 8](#).

SOUTHERN MIDLANDS MUNICIPAL EMERGENCY COORDINATION CENTRE (MECC) PLAN

Introduction

This sub-plan should be read in conjunction with and supports implementation of the Southern Midlands MEMP. Accordingly, the preparation, review and implementation of this sub-plan is subject to the same authority and provisions of the MEMP.

MECC functions

The Southern Midlands MECC is not the control centre for any emergency response; this function is undertaken by the relevant Response Management Authority.

The MECC is the focal point for coordinating support from Council and community resources, at the request of either lead agencies or members of the community, and performs the following functions:

- a maintains information flow to and from WebEOC
- b coordinates the activation and deployment and management of Council and community resources
- c monitors operational activities
- d coordinates information to local communities affected by the emergency
- e coordinates local recovery efforts and identifies any support that may be required by regional recovery resources.

MECC location

The MECC will be located in the Council Chambers of the municipal offices at either Oatlands or Kempton, supported by the existing resources and amenities in the offices. Any additional resources should be requested through SES.

MECC activation

During business hours

All local emergencies of significance are to be referred to the Municipal Coordinator (MC) or, in his/her absence, the Deputy MC. The MC will advise the MEMC Chairperson of the situation.

The MC will be responsible for coordinating an assessment of the emergency and determining if it is appropriate to establish the ECC. Generally, the MECC will be established if:

- a coordination of resources is required by external agencies, or
- b if is expected that significant community impact will result from the emergency.

The MC will advise all relevant staff of the emergency and that ECC staff are required to undertake the MECC staffing functions for which they have been trained.

After-hours activation

Upon notification of an emergency, the MC will be responsible for activating Council resources after hours, consistent with the procedures listed above.

Council Reception

Council's telephone receptionist is likely to be the first person to become aware that an emergency is causing concern for a large number of residents, due to the volume of phone calls received. If the volume of calls exceeds the capacity of those handling them (i.e. extensions permanently busy, numerous calls on hold, etc.), then the receptionist should:

- a notify the MC that normal channels are unable to cope with call volume
- b direct calls relating to the emergency according to instructions provided by the MC
- c be aware that an MECC will be established to handle emergency calls
- d route emergency calls to the MECC when instructed to do so
- e continue to route emergency calls to the MECC until advised otherwise by the MC
- f under no circumstances leave the switchboard unstaffed for any period of time.

- g liaise with the MC regarding after-hours switchboard operation – under no circumstances is the switchboard to be 'night-switched' without full approval of the MC
- h not refer members of the public visiting Council Chambers to the MECC, but should phone and advise the ECC that a member of the public would like to speak with them
- i refer all media enquiries to the ECC.

MECC staffing

All workers designated as having functions to perform in the MECC will undergo appropriate training, and skills will be validated on a regular basis.

Personnel required in the MECC will be determined by the MC, in consultation with the MEMC. Depending on the situation, the number and expertise of personnel will vary, but workers will generally include the MC, Deputy MC, a telephone operator, two-way radio operator, senior Infrastructure & Works Coordinator(s) and administration officer. These workers will be expected to fulfil the roles or duties of any or all of the following:

MECC Manager

The MC, Deputy MC or an officer authorised to act in such appointments will:

- a be responsible for the overall management of emergency-related coordination activities
- b coordinate resources and activities in the MECC
- c liaise with emergency services
- d liaise with the Manager Infrastructure & Works
- e ensure the MEMC Chairperson is fully briefed.

Communications Officer

A staff member familiar with communications will be assigned to establish and oversee all necessary two-way radio and telephone communications to the on-site controller, support organisations, Council and SES Regional Headquarters, and maintain associated operations logs and status boards.

Administration Officer/s

Council will provide worker/s who will:

- a operate telephones and/or radios as required
- b undertake administrative tasks as required
- c ensure the needs of MECC staff are met, e.g. welfare, nourishment and rostering
- d act as messengers, if required.

Liaison Officers

Each agency involved in providing operational support in an emergency may provide a Liaison Officer to the MECC, each of whom should have knowledge of their respective organisation's resources, capabilities and response times. Liaison Officers must be able to commit their organisation's resources in support of the operation.

Reporting structures and external linkages

The MECC Manager will provide regular reports to the MEMC Chairperson and the MC/General Manager. All reports are to be logged by the Communications Officer.

External linkages to the MECC will include all government and non-government agencies whose officers are involved in management of the emergency.

APPENDIX 6: Duty Statements and Action Cards

The following Duty Statements and Action Cards are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency event occurs. They can be extracted from the Plan and kept in a readily available location.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Council's capacity to respond, the MC will seek support from the SREMC.

Municipal Emergency Management Committee (MEMC)

Committee's Duties

When it meets prior to or during an emergency, MEMC is to provide strategic advice on the management of emergencies where Council resources are required to support response and recovery. MEMC shall also consider the following:

- nature of the emergency
- resources available to deal with the event
- task prioritisation
- communications
- business continuity
- community engagement
- recovery.

Chairperson's Duties

1. Chair the MEMC.
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/liason with the Municipal Coordinator/General Manager regarding administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator/General Manager.
5. If appropriate, during an emergency event, convene MEMC and support the Municipal Coordinator.

Executive Officer (Municipal Coordinator)'s Duties

1. Undertake the role of MEMC Executive Officer and carry out the administrative functions of that role.

Committee Members' Duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisations in support of the MEMC.

ACTION CARD 1



Position

MAYOR

Responsible to

Southern Midlands Council

Duties

- a Receive notification of emergency from Municipal Coordinator
- b Advise and inform Councillors, if appropriate
- c Maintain contact with and support Municipal Coordinator
- d Manage ongoing information to Councillors
- e Council spokesperson for information to the community and media
- f Chair (or delegate chairing) Southern Midlands Municipal Emergency Management Committee (MEMC) meetings
- g Establish and maintain links with Australian and Tasmanian Government Ministers
- h Manage public appeals, when appropriate
- i Establish and maintain community profile

ACTION CARD 2



Position **COUNCILLORS**

Responsible to **Mayor**

Duties

- a Deputise for and/or support the Mayor, as requested by him/her
- b Receive notification of emergency
- c Support the Southern Midlands Emergency Management Committee (MEMC) Chairperson and Municipal Coordinator during the emergency

ACTION CARD 3



Position **MEMC Chairperson**

Responsible to **Southern Midlands Council**

Duties

- a Receive notification of emergency
- b Convene and chair Municipal Emergency Management Committee (MEMC) meetings in response to the emergency
- c Support and liaise with the Municipal Coordinator during the emergency
- d Maintain contact and liaise with the Mayor and other Councillors as required

ACTION CARD 4



Position

GENERAL MANAGER

Responsible to

Southern Midlands Council

Duties

- a Establish and maintain contact with the Mayor (and Councillors if warranted)
- b Assist the Mayor with community and media information
- c Manage ongoing information to the community and media
- d Manage ongoing information to Council staff
- e Advise the Manager, Midlands Multi-Purpose Health Care Centre (if deemed necessary)
- f Ensure accurate records of financial expenditure associated with the emergency are kept

ACTION CARD 6



Position

DEPUTY MUNICIPAL COORDINATOR

Responsible to

General Manager/Municipal Coordinator

Duties

As prescribed in the *Emergency Management Act 2006* and include:

- a Assist the Municipal Coordinator in all duties

- b Act as Municipal Coordinator in his/her absence

- a Participate and contribute to the work of the Municipal Emergency Management Committee (MEMC) and Municipal Emergency Coordination Centre (MECC)

ACTION CARD 9



Position **SENIOR FINANCE OFFICER**

Responsible to **General Manager/Municipal Coordinator**

Duties

- a Activate the Municipal Emergency Coordination Centre (MECC)
- b Activate and manage workers to operate the MECC
- c Manage supplies for the MECC and Council operations
- d Maintain contact with and support the Municipal Coordinator
- e Manage and record expenditure associated with the emergency

APPENDIX 7: Standard Operating Procedures

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed.

Municipal Coordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

- a assess the necessity to establish the MECC and/or a municipal EOC
- b contact response teams/supervisors and other potentially affected operational areas as deemed appropriate
- c notify Council's GM (if appropriate)
- d contact those staff that may have a direct role in the emergency.

If the first alert is received outside usual working hours, the MC must re-assess and determine the appropriate people to contact. Such contact will depend on the type and extent of the incident.

Liaison with emergency services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC, through the Regional Coordinator or Regional Controller.

The SREMC Executive Officer (Regional Coordinator) may arrange for briefings from the Response Management Authority. These briefings will identify the role of Council and the physical and human resources that may be required to assist.

Bushfire

The MC will be advised of severe fire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying fire outbreaks, and monitoring the current situation through the DPaC website (www.tasalerts.tas.gov.au).

Should any Council employee become aware of a fire that may have the potential to threaten any part of the municipality, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

Council's employees are not required to provide frontline firefighting capability, unless specifically requested. Their presence may place them at risk and potentially interfere with the work of emergency services.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods. Council is responsible for supporting the community during a flood emergency. The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

The decision to recommend the evacuation of people in and around at-risk areas rests with the Response Management Authority (SES) Incident Controller, who consults with the Regional Controller, TASPOL, Council and the MC. If a decision to evacuate is made, public warnings will be issued.

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms. The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Southern Midlands municipal area.

SES provides initial response to any report of structural damage. In severe events, Council may be requested to support SES in responding to calls for assistance from the community. Requests will be received by the MC.

Note: Council maintains a suite of Emergency Management Standard Operating Procedures (EMSOPs) as associated documents to support this MEMP (refer to [Appendix 1](#)).

APPENDIX 8: Community centres

This list provides a summary of the facilities suitable for use as community centres in an emergency

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
Oatlands Recreation Ground Contact Mark Thomas 0409 541 157	High Street Oatlands	Male/female toilets Kitchen area Kiosk/servery area Meeting rooms Oval Temporary accommodation	Ad hoc	Assembly Evacuation	Could be used in conjunction with Gay Street Hall
Oatlands Aquatic Centre Contact Council 62545000	High Street Oatlands	Male/Female/disabled toilets Showers Meeting Room Temporary accommodation			
Gay Street Hall Contact Jenny Wilson 0409 541 277	Gay Street Oatlands	Male/female toilets Kitchen area Hall Temporary accommodation	Ad hoc	Assembly Evacuation	Could be used in conjunction with Oatlands Recreation Ground
Broadmarsh/Elderslie Hall Contact Donna Blackwell 0408 146 754	1218 Elderslie Road, Broadmarsh	Male/Female/disabled Toilets Showers Laundry Kitchen Hall Temporary accommodation	Ad hoc	Assembly	
Kempton Hall Contact Council 62 545000	89 Main Street Kempton	Male/Female/disabled Toilets Kitchen Hall Temporary accommodation	Adhoc	Assembly Evacuation	Could be used in conjunction with Kempton Recreation Ground
Kempton Recreation Ground Contact Gabrielle Watkins 0419 385 010	130 Main Street Kempton	Male/Female/disabled Toilets Oval Kitchen Temporary accommodation	Adhoc	Assembly Evacuation	Could be used in conjunction with Kempton Hall
Campania Halls Contact Robin Howlett	45 Reeve Street, Campania	Male/Female Toilets Kitchen Hall Temporary accommodation	Adhoc	Assembly Evacuation	Could be used in conjunction with Campania

Centre name and contact	Location	Facilities available	Normal usage	Could be used for	Comments
0418 346 588					Recreation Ground
Campania Recreation Ground Contact Jeff Beven 0 0447 009 099	30-34 Reeve Street Campania	Large Reserve Male/female/disabled toilets, changerooms Clubrooms Kitchen area Temporary accommodation	Weekends	Assembly Information	Could be used in conjunction with Campania Halls